

Ala Carte Breakfast Items and Beverages

All Items Are Sold per Dozen Unless Otherwise Noted

All Items Served with Disposable Serviceware.

China Available for and Additional \$1.49 per Person

Assorted Pastries \$15.95

Freshly Baked Fruit, Cheese, & Nut Danishes

Variety Jumbo Muffins \$26.95

Blueberry, Banana Nut, Seasonal Flavor

Assorted Donuts \$26.95

Traditional Yeast, Cream Filled, Jelly Filled, Iced

Bagels with Cream Cheese & Jam \$21.95

Plain, Cinnamon Raisin, Everything

Butter Croissants \$24.95

Served with Butter and Assorted Jams

Individual Loaf Cakes \$24.95

Assorted Lemon and Chocolate Marble

Assorted Buttermilk Scones \$35.95

Blueberry, Cinnamon, Cranberry Orange

Jumbo Cinnamon Rolls \$43.95

48-hour Advance Notice Required

Jumbo Cream Cheese Danishes \$40.95

48-hour Advance Notice Required

Apple Streusel Crumb Cake \$38.95

¼ Sheet Cake

Hard – Boiled Eggs \$14.95

Served as 6/2 Packs

Breakfast Sandwiches \$33.95

Choice of Croissant, English Muffin, or Biscuit
With Egg, Cheese, and Sausage or Bacon

Assorted Mini Quiche \$124.95

Served per 100 Pieces. Chef's Choice of Flavors

Granola Bars \$13.59

Soft & Chewy Peanut Butter Chocolate Chip

Fresh Fruit Salad \$3.29 (Per Person)

Hot Beverages

House Blend Coffee (Regular & Decaf)

Served with Creamers, Sweeteners, Disposable Cups

Large Cambro (Serves 30-40) \$44.95

Small Cambro (Serves 15-20) \$34.95

Pump Pot (Serves 5-6) \$13.95

Starbucks® Coffee Available. Please add \$8 to the Menu Price

Hot Tea Bags (Per 10 People) \$14.95

Served with Hot Water, Creamers, Sweeteners, Honey,
Disposable Cups

Hot Cocoa

Served with Marshmallows and Disposable Cups

Large Cambro (Serves 30-40) \$60.95

Small Cambro (Serves 15-20) \$40.95

Cold Beverages

Starbucks® Iced Coffee (Regular Only)

Served with Creamers, Sweeteners, Starbucks® Disposable
Cups

Large Cambro (Serves 30-40) \$74.95

Small Cambro (Serves 15-20) \$54.95

Pump Pot (Serves 5-6) \$24.95

Individual Juices \$2.29 (Each)

Orange Juice, Lemonade, Raspberry Lemonade

Dispensed Orange Juice \$1.99 (Per Person)

Coke® Canned Sodas \$1.29 (Each)

Coke, Diet Coke, Sprite

Nestle® Bottled Water \$1.29 (Each)

Iced Tea, Lemonade, Fruit Punch \$1.29

(Per Person)

Tea Served Unsweetened with Sweeteners, Lemons, and
Disposable Cups

Breakfast Buffets

Includes Table Linens. Additional Service Fees Apply
All Items Served with Disposable Serviceware.
China Available for an Additional \$1.49 per Person

The Lion Cub \$11.95 (Per Person)

Scrambled Eggs, Bacon or Breakfast Sausage, Homefries,
Buttermilk Biscuits

The Lioness \$14.95 (Per Person)

Ham and Swiss Cheese Frittata, Zucchini and Caramelized
Onion Frittata, English Muffins, Fresh Fruit Salad

Feed the Pride \$15.95 (Per Person)

Scrambled Eggs, Bacon, Sausage, Buttery Grits, Buttermilk
Biscuits, Homefries, French Toast with Maple Syrup

French Toast Bar \$13.95 (Per Person)

Griddles Texas Toast, Maple Syrup, Butter, Strawberry
Topping, Apple Cinnamon Topping, Whipped Cream, Bacon

20 Guest Minimum Required. For Parties Less Than 20 Please Add \$2 to the Menu Price

Sandwiches & Wraps

Includes Table Linens. Additional Service Fees Apply
All Items Served with Disposable Serviceware.
China Available for an Additional \$1.49 per Person

Crowd Pleaser \$12.95 (Per Person)

Assorted Sandwiches and Wraps. Ham, Turkey, Chicken
Salad, Tuna Salad. Vegetarian Options Available on Request.
Served with Individual Bagged Chips, Fresh-Baked Cookies,
Condiments, Choice of Fruit Salad, Tossed Salad, or Pasta
Salad. Upgrade from the Premium Selections Add \$2 per
Person

The Working Lunch \$10.95 (Per Person)

Individually Boxed for Convenience. Choice of Ham, Turkey,
or Tuna Salad Sub Sandwich. Includes Individual Bagged
Chips, Apple, Fresh-Baked Cookie, Condiments, Bottled
Water

Premium Sandwiches & Wraps

Choice of Croissant, Spinach Tortilla Wrap, French Hoagie Roll Unless Otherwise Noted
Includes Fresh-Baked Cookies, Individual Bagged Chips, Condiments and Choice of One:
Fruit Salad, Pasta Salad, or Tossed Salad. Price is Per Person

Turkey, Avocado, Bacon \$13.95

Oven-Roasted Turkey Breast, Avocado, Bacon, Provolone
Cheese, Lettuce, Tomato

Roasted Veggie \$12.95

Zucchini, Yellow Squash, Sweet Red Peppers, Red Onions,
Shredded Carrots, Mushroom, Raspberry Vinaigrette

Asian Chicken \$13.95

Grilled Chicken Breast Seasoned with Five Spice, Shredded
Carrots, Cucumbers, Lettuce, Teriyaki Glaze

Turkey Cranberry \$13.95

Oven-Roasted Turkey Breast, Bacon, Swiss Cheese, Mayo,
Cranberry Sauce, Lettuce, Tomato

Tampa Cuban \$14.95

Virginia Ham, Mojo Pork, Genoa Salami, Swiss Cheese,
Mayo, Mustard, Garlic Pickles. Served on Cuban Bread

Bistro Roast Beef \$14.95

Rare Roast Beef, Cheddar Cheese, Creamy Horseradish,
Lettuce, Tomato

Leo Club \$14.95

Oven-Roasted Turkey Breast, Virginia Ham, Bacon, Swiss Cheese, Lettuce, Tomato

Souvlaki Chicken \$13.95

Grilled Chicken Breast, Mild Banana Peppers, Black Olives, Tomatoes, Tzatziki Sauce. Served on Pita Bread

Chicken Buffalo \$13.95

Grilled Chicken Breast, Mild Buffalo Sauce, Pepper Jack Cheese, Ranch Dressing, Lettuce, Tomato

Italiano \$14.95

Virginia Ham, Salami, Pepperoni, Provolone Cheese, Lettuce, Tomato, Italian Dressing

10 Guest Minimum Required. For Parties Less Than 10 Please Add \$1 to the Menu Price

Plated Salads

Includes Table Linens and China

Additional Service Fees Apply. Price is Per Person

Plated Salads Include: Assorted Crackers, Dinner Rolls, Fresh-Baked Cookies

Blackened Shrimp Caesar \$17.95

Romaine Lettuce, Croutons, Parmesan Cheese, Caesar Dressing, Chilled Cajun-Seasoned Shrimp

Black and Bleu \$17.95

Green Leaf Lettuce, Cherry Tomatoes, Cucumber, Red Onion, Avocado, Gorgonzola Cheese, Creamy Bleu Cheese Dressing, Grilled Sirloin Steak

Chicken Caesar \$14.95

Romaine Lettuce, Croutons, Parmesan Cheese, Caesar Dressing, Grilled Chicken Breast

Leo Cobb \$15.95

Green Leaf Lettuce, Tomato, Cucumber, Hard-Boiled Eggs, Diced Bacon, Grilled Chicken Breast, Blue Cheese Crumbles, Buttermilk Ranch Dressing

Salad Trio \$14.95

Egg Salad, Tuna Salad, Chicken Salad, Cucumber, Tomato, Served Over a Bed of Green Leaf Lettuce

20 Guest Minimum Required. For Parties Less Than 20 Please Add \$1 to the Menu Price

Ala Carte Lunch Items

All Items Served with Disposable Serviceware.

China Available for an Additional \$1.49 per Person

Individual Bagged Chips \$1.75 Each

Fresh Fruit Salad \$3.29 (Per Person)

Pickle Spears \$10.49 (Per Dozen)

Tossed Salad \$3.29 (Per Person)

Served with Buttermilk Ranch and Italian Dressing

Fresh-Baked Cookies \$15.95 (Per Dozen)

Pasta Salad \$3.95 (Per Person)

Fresh-Baked Brownies \$19.95 (Per Dozen)

Southern-Style Potato Salad \$3.95 (Per Person)

Luncheon & Dinner Buffets

Price is Per Person. Includes Table Linens. Additional Service Fees Apply

All Items Served with Disposable Serviceware.

China Available for an Additional \$1.49 per Person

Signature Buffet \$15.95

Choice of One Salad, One Entrée and Four Side Dishes. Served with Rolls and Butter, Chef's Choice of Dessert, Iced Tea and Ice Water.

Premium Buffet \$20.95

Choice of Two Salad, Two Entrée and Four Side Dishes. Served with Rolls and Butter, Chef's Choice of Dessert, Iced Tea and Ice Water.

Salads

Caesar Salad
Garden Salad
Cucumber & Tomato Salad

Pasta Salad
Fresh Fruit Salad
Baby Spinach Salad

Entrees

Poultry

Chicken Marsala
Chicken Picatta
Herb Roasted Chicken Quarters
Chicken Parmesan

Marinated Grilled Chicken Breast
Chicken Cordon Bleu
Southern-Fried Chicken Breast
Chicken Teriyaki

Pork

Pork Chops Marsala
Rosemary Pork Loin
BBQ Country Style Ribs

Cajun Roasted Pork
Mojo Pork
BBQ Pulled Pork

Beef

Grilled Sirloin Steaks (Served Medium)
Beef Burgundy
Beef Stroganoff

Beef Tips with Grilled Onions
Chopped Steaks with Mushrooms

Seafood

Shrimp Scampi
Lemon Butter Tilapia
Teriyaki Glazed Salmon (Add \$3 Per Guest)

Stuffed White Fish
Cod Oscar (Add \$3 Per Guest)
Curry Shrimp

Vegetarian

Eggplant Parmesan
Teriyaki Tofu
Butternut Squash Ravioli

Pierogis with Grilled Onions
Curry Vegetables

Sides

Mashed Red Skinned Potatoes
Mashed Sweet Potatoes
Sweet Potato Casserole
Scalloped Potatoes
Herb Roasted Red Potatoes
Au Gratin Potatoes

Penne Pasta with Garlic Oil
Fettuccine Alfredo
Penne Pasta with Marinara
Gnocchi with Garlic Butter
Buttered Egg Noodles
Macaroni & Cheese

Yellow Rice
Wild Rice
Rice Pilaf
Jasmine Rice

White Bread Stuffing

Steamed Broccoli
Zucchini & Yellow Squash
Creamed Spinach
Cauliflower Au Gratin
Fresh California Vegetable Blend
Buttered Corn
Grilled Asparagus (Add \$2 Per Guest)

Herbed Mushrooms
Baby Green Beans
Southern-Style Green Beans
Baked Beans
Cuban-Style Black Beans
Sweet Plantains

Glazed Baby Carrots
Cole Slaw
Potato Salad

Specialty Buffets

Price is Per Person. Includes Table Linens. Additional Service Fees Apply
All Items Served with Disposable Serviceware, Iced Tea, and Iced Water,
Fresh-Baked Cookies
China Available for an Additional \$1.49 per Person

Pasta, Pasta \$13.95

Garden Salad with Buttermilk Ranch & Golden Italian Dressings, Penne Pasta, Alfredo and Meat Sauce, Italian Green Beans, and Garlic Bread Sticks. Add Grilled Chicken \$3 Per Person

Mexican Fiesta \$16.95

Seasoned Ground Beef, Seasoned Diced Chicken, Refried Beans, Mexican Rice, Hard and Soft Shell Tacos, Sour Cream, Shredded Lettuce, Shredded Cheddar Cheese and Salsa

Salad, Salad, Salad \$13.95

Make your own Salad with Romaine Lettuce, Grilled Chicken, Diced Ham, Tomatoes, Cucumbers, Boiled Eggs, Carrots, Chopped Broccoli, Shredded Cheddar Cheese, Pasta Salad. Served with Buttermilk Ranch, Golden Italian Dressings, Crackers, and Rolls

Pizza Buffet \$13.95

Pepperoni, Sausage, and Cheese Pizzas, Tossed Salad Served with Buttermilk Ranch and Golden Italian Dressings

BBQ Picnic \$17.95

BBQ Pulled Pork, Grilled Chicken Quarters, Corn-on-the-Cob, Baked Beans, Cole Slaw, Texas Toast

Italian Buffet \$16.95

Caesar Salad, Chicken Parmesan, Baked Ziti with Marinara, Zucchini & Yellow Squash Medley, Steamed Broccoli, Garlic Toast

Tampa Cuban \$18.95

Garden Salad with Cilantro Ranch & Golden Italian Dressings, Mojo Pork, Adobo Chicken Breast, Cuban Black Beans, Yellow Rice, Sweet Plantains, Cuban Bread

Cookout \$15.95

Cheeseburgers, Hotdogs, Bratwurst Sausage, Pasta Salad, Potato Salad, Mac 'n' Cheese, Chips with Ranch Dip, Condiments, Buns

20 Guest Minimum Required. For Parties Less Than 20 Please Add \$1 to the Menu Price

Buffet Add-Ons

Additional Service Fees May Apply

From the Carving Board

*\$50 Chef Fee Applied to Each Selection
Price Per Person with Buffet Selection*

Top Round Roast Beef	\$MKT
Beef Tenderloin	\$MKT
Prime Rib	\$MKT
Rack of Lamb	\$MKT
Pork Tenderloin	\$9.95
Glazed Ham	\$9.95
Roasted Turkey Breast	\$11.95

Gourmet Desserts

Price Per Person with Buffet Selection

N.Y. Cheesecake with Strawberries	\$2.95
Chocolate Galaxy Mousse Cake	\$3.49
Lemonade Mousse Cake	\$3.49
Pound Cake with Fresh Berries	\$2.95
Grandma's Carrot Cake	\$2.95

Plated Entrees

Price is Per Person. Includes Table Linens and China. Additional Service Fees Apply
Served with Iced Tea, Iced Water, Garden Salad, Dinner Rolls, Fresh-Baked Cookies

Custom Menus can be Arranged

\$50 Chef Fee Applies Per 25 Guests

Filet Mignon \$MKT

Cabernet Demi-Glace, Au Gratin Potatoes,
Grilled Asparagus

Teriyaki Glazed Salmon \$21.95

Wild Rice, Fresh Squash Medley

Seared Sea Scallops \$MKT

Parmesan Risotto, Asparagus, Herbed Mushrooms

Chicken Marsala or Picatta \$17.95

Fettuccine, Broccoli with Garlic Butter

Beef Stroganoff \$18.95

Egg Noodles, Normandy Vegetable Medley

Shrimp Scampi \$20.95

Spaghetti, Blistered Cherry Tomatoes, Brussel Sprouts

Rosemary Pork Tenderloin Loin \$19.95

Mushroom Demi-Glace, Oven Roasted Potatoes, Tuscan
Asiago Vegetable Blend

Chicken Breast Caprese - \$18.95

Rice Pilaf, Parmesan Broccoli

Asiago Chicken Breast \$18.95

Bacon, Alfredo, Fettuccini, Baby Green Beans

Chicken Cordon Bleu \$17.95

Mornay Sauce, Wild Rice Blend, Steamed Broccoli

Chicken Parmesan \$17.95

Spaghetti Pomodoro, Wilted Spinach with Browned Garlic

Chicken Alexander - \$17.95

Brandy Crème, Penne Pasta, Normandy Vegetable Blend

Hors D'Oeuvres

All Items Are Prepared in Increments of
100 Pieces Unless Otherwise Stated

Seafood

Bacon Wrapped Scallops	\$199.95
Bacon Wrapped Shrimp (50 Pieces)	\$174.95
Crab Rangoon (Duck Sauce)	\$99.95
Jalapeno Shrimp Poppers (Ranch Sauce)	\$174.95
Coconut Shrimp (Orange Marmalade Sauce)	\$224.95
Crab Cakes (40 Pieces) (Remoulade Sauce)	\$149.95
Shrimp Cocktail (Cocktail Sauce)	\$99.95

Poultry

Boneless Chicken Wings (Ranch, BBQ, Honey Mustard Sauce)	\$69.95
Chicken Wings (Buffalo, Ranch, Bleu Cheese Sauce)	\$MKT
Chicken Quesadilla Wraps (Salsa, Sour Cream)	\$159.95
Chicken Tenders (Honey Mustard, BBQ Sauce)	\$124.95
Chicken Taquitos (Sour Cream)	\$59.95
Buffalo Chicken Bites (Ranch, Bleu Cheese Sauce)	\$79.95
Teriyaki Chicken Skewers	\$249.95
Thai Chicken Spring Rolls (Duck Sauce)	\$159.95
Mini Corndogs (Ketchup, Mustard)	\$59.95
Santé Fe Chicken Eggrolls (Chipotle Ranch Dip)	\$224.95

Pork

Cocktail Franks in Puff Pastry	\$99.95
Sweet & Sour Cocktail Franks	\$79.95
Pepperoni Pizza Rolls	\$50.95
Pepperoni & Sausage Pizza Bagels	\$50.95
Sweet Chili Pork "Wings"	\$169.95
Assorted Mini Quiche (Contains Bacon)	\$124.95

Beef

Mini Beef Wellington	\$199.95
Meatballs (Marsala, Sweet & Sour, or Swedish Style)	\$59.95
Beef Empanadas (50 Pieces)	\$119.95
Beef Tenderloin Kabobs	\$299.95
Mini Philly Cheesesteaks	\$279.95
Barbacoa Taquitos (Salsa, Sour Cream)	\$169.95
Beef Slider Burgers (80 Pieces)	\$149.95

Vegetarian

Fried Portabella Mushrooms (Boom-Boom Horseradish Sauce)	\$49.95
Thai Vegetable Spring Rolls (Duck Sauce)	\$139.95
Mozzarella Caprese Skewers (Balsamic Vinaigrette)	\$199.95
Spanakopita	\$129.95
Broccoli Cheddar Bites (Ranch Dip)	\$64.95
Deviled Eggs	\$123.95
Soft Pretzel Bites (Beer Cheese Dip)	\$139.95
Fried Green Tomatoes (Feta Cheese, Remoulade Sauce)	\$124.95
Broccoli Cheddar Potato Skins (Sour Cream)	\$129.95
Cheddar Cheese Jalapeno Poppers (Ranch Dip)	\$129.95
Crudit� Platter	\$2.29
(Per Person) Hummus, Sour Cream Ranch Dip	
Domestic Cheese Platter	\$2.59
(Per Person) Crackers, Red Grapes	
Fresh Sliced Fruit Platter	\$3.29
(Per Person) Seasonal Fruits	

*Prices Subject to Change Based on Market Conditions

Saint Leo University Campus Catering- Policies and Procedures (Exhibit A)

Saint Leo University Campus Catering welcomes the opportunity to provide our Saint Leo community and external clients with excellent menu and service options for all occasions.

The following policies have been developed to assist you in planning a successful event with Saint Leo University.

Office hours are Monday-Friday, 9:00am-5:00pm. We are closed on University holidays. For inquiries, please contact us at: catering@saintleo.edu, wcevents@saintleo.edu or 352-588-8345.

Advance Notice: We recommend placing your catering order request as early as possible. Every effort is made to accommodate our clients; however advance notice ensures our ability to properly plan for your event. Any orders placed or changed within one (1) business day of your event will be subject to a \$50.00 rush fee.

Confirmation of Guests: A final guaranteed guest count must be submitted five (5) business days prior to your event. **For off-campus clients or events, the count must be submitted with a signed event confirmation invoice and a 40% deposit of the contract total.** This number cannot be reduced. We will do our best to accommodate any request to increase the guest count, however changes will be subject to additional charges. For changes made within two (2) business days of the event, a 25% fee will be applied to the per person cost of each additional guest. Final pricing will be adjusted the day of the event. If we are unable to accommodate a last-minute increase in guest count, an adequate amount of food and beverage cannot be guaranteed, and we will prepare for the originally provided guest count.

Cancellation Fees: Cancellations for Saint Leo University internally hosted/sponsored events must be received 48 hours prior to the event, or your department cost center will be charged for the cost of any food items already purchased. **Cancellations for off-campus clients or events will be accepted before 5:00pm, five (5) business days prior to the event for a 100% refund of the deposit amount.** Cancellations received after this time will be charged 50% of the deposit amount. Cancellations that are received less than three (3) working days prior to the event will be charged 75% of the deposit amount. Events with 300 guests or more must be cancelled at least 10 working days in advance. **Any cancellations made during the months of November, December, and January will be charged 100% of the deposit amount.**

Billing and Payment: All clients will be billed after the conclusion of their event. Deposits, if applicable, will be deducted from the final amount owed. Final amount owed to Saint Leo University Campus Catering must be paid in full the day of the event. For off-campus clients and events, a Pasco County Sales Tax of 7%, unless tax exempt status has been provided prior to the event, and a service fee of 18% of the contract total will be charged on all services. For all Saint Leo University internally hosted events a \$50 setup fee will be applied. All prices are subject to change based on market availability. Payments for internally hosted Saint Leo University events will be charged to your department cost center through Workday. Payments for off-campus clients or events can be made via credit card or check. Checks should be made payable to Saint Leo University Inc. Please include the invoice number on the check. If you have any questions regarding the billing process, please feel free to contact us at catering@saintleo.edu or wcevents@saintleo.edu.

Delivery, Set-up, and Pick-up: Catering orders will be delivered and arranged buffet-style by our Saint Leo University Campus Catering service team, unless plated service has been contracted. Disposable paper goods and cutlery will be provided, as well as basic food and beverage table linens unless other services are contracted. Basic white table linens are provided along with Saint Leo University color themed dinner napkins. Specialty linens may be ordered for an additional fee. Please note that Saint Leo University Campus Catering does not provide food and beverage tables for internally hosted Saint Leo University events. Departments are asked to arrange for adequate tables appropriate for food service set-up by placing a work order through University Facilities Management. Our event coordinator will recommend the number of tables needed; for off-campus clients or events, this service will be included in your catering agreement. Our catering staff will arrive before the designated start time in order to allow adequate time to set-up the event. For Saint Leo University internally hosted events please have the building and room doors unlocked and the room/area set with the necessary tables. Our service team members will retrieve catering equipment at the scheduled end time. Any missing catering equipment/service wares upon pick-up will be billed, at the current market replacement cost, to the department or client hosting the event.

Service Time: Standard menu pricing is based on a two (2) hour service time, not including set-up and breakdown. For events that will exceed the (2) hour time limit a \$25 per staff member, excluding the catering manager, per hour fee will be applied. If you expect your event will exceed the standard two (2) hours, please consult a catering sales manager to arrange for additional service time.

Holidays: For off-campus clients for catered events on University holidays and holiday weekends, an additional Holiday Fee equal to 20% of the total catering agreement amount or \$100, whichever is greater, will be applied to the contract total.

Food Safety: To protect your health and prevent foodborne illness, the catering staff will remove all perishable foods from the event upon the conclusion of meal service. Perishable foods will not be held, hot or cold, beyond the recommended hold time per the Florida Department of Health. Any non-perishable items (i.e. baked goods) may be taken at your discretion. Saint Leo University Campus Catering does not provide to-go containers.

Alcoholic Beverage Service: In compliance with the Florida Department of Business and Professional Regulations issued state alcohol license, Saint Leo University Campus Catering must provide all alcohol that is to be served at any catered event, internal or off-campus. All guests and clients are strictly prohibited from providing outside alcoholic beverages to be consumed at any event. Saint Leo University Campus Catering requires that any alcohol offered at a catered event, internal or off-campus, be served by one of our trained bar attendants. Outside caterers, individuals, and event attendees are not authorized to serve alcohol at events catered by Saint Leo University Campus Catering. Alcoholic beverages are only served to guests 21 years of age and older. Attendees of any event where alcohol is served are responsible for producing a valid government issued ID upon request. Please inquire with a catering event coordinator if you need more information regarding alcohol policies for your event. Bar service includes bar attendant(s), set-up, service supplies, ice, and disposable drink wares. Pricing is based on a two (2) hour service time. A \$100 bar setup fee and a \$50 bar attendant fee applies for each bar. Events with 100 guests or more require a minimum of two (2) bars. If you expect your event will exceed the standard two (2) hours, please consult a catering event coordinator to arrange for additional service time. Bars may be contracted for cash sales or billed on guest consumption at the contracted rate.

Saint Leo University also requires that University Safety be present at all events where alcohol is to be served. For internal Saint Leo University events, Departments are responsible for scheduling their event with University Safety. For off-campus events and clients, one of our catering sales managers will schedule University Safety for your event.

Notice: Saint Leo University Campus Catering Services reserves the right to substitute items based on product quality and availability. Every attempt will be made to inform the event organizer of any changes as far in advance as possible. If inclement weather is imminent, contact the Campus Catering Office to discuss a secondary plan to ensure the success of the event.

Saint Leo University Campus Catering makes no promise of goods or services unless outlined in a fully executed catering agreement. A fully executed catering agreement must be provided to the Saint Leo University Campus Catering office to secure any service dates and times. Event space or location reservations will not be accepted without a fully executed catering agreement. By submitting a fully executed catering agreement form, the client agrees to all terms and conditions of Saint Leo University Campus Catering Policies and Procedures.

A representative from the office of Saint Leo University Campus Catering will provide to all clients a fee schedule outlining costs of goods and services to be provided as well as applicable rental fees for event spaces and locations.