CONTINENTAL BREAKFAST

CEREALS
JUICES
COFFEE
TEAS
PASTRIES
MILK
YOGURT
EGGS
BUFFETS

*Each Buffet Line Requires 1 attendant fees at $75 each

**Vegan Breakfast Bowl | $6.59**

Spicy Tofu Breakfast Bowl with Kale, Mushroom, Tofu Scramble, Lemon Couscous, Grape Tomato, Scallion and Avocado

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Individual assorted cold cereals with Whole, 2% or Soy Milk | $2.50

Fresh Hot Oatmeal w/Brown Sugar and Raisins | $3.75

6 Inch Egg, Cheese, Bacon or Sausage Burritos | $5.95

Wrapped Hot Croissant or English Muffin Egg Breakfast Sandwich with Cheese, Bacon or Egg Whites | $5.25

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**Associates Continental | $10.99**

Assorted Breakfast Pastries

Seasonal Fresh Fruit

Bottled Orange Juice

Regular and Decaffeinated Starbucks Coffee, Assorted Tazo Teas & Bottled Water

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**Bachelors Continental | $11.25**

Assorted Breakfast Breads May include: Zucchini, Carrot and Cranberry

Sliced Seasonal Fruit Platter

Bottled Orange Juice

Regular and Decaffeinated Starbucks Coffee

Assorted Tazo Teas & Bottled Water

---

**Prices based on 2 hour duration**

---

10 person Minimum required on all orders

Catering menus for The Universities at Shady Grove
*Faculty Wake Up  |  $15.50

Fresh Baked Muffins with Whipped Butter

Scrambled Eggs with a side of Chives and Cheddar Cheese

Home Fried Potatoes with Onions and Peppers

Pork or Turkey Bacon

Fresh Fruit Salad

Regular and Decaffeinated Starbucks Coffee

Assorted Tazo Teas, Bottled Orange Juice & Bottled Water


*The Terrapin Big and Hearty  |  $14.50

Pancakes Served with Syrup with Whipped Butter

Scrambled Eggs Garnished with Green Onions and Cheddar Cheese

Pork or Turkey Bacon

Home Fried Potatoes with Onions and Peppers

Fresh Sliced Fruit, Bowls of Vanilla Yogurt and Granola

Regular and Decaffeinated Starbucks Coffee

Assorted Tazo Teas, Bottled Orange Juice & Bottled Water


Enhancements  |  $1.95

Add additional Bacon (2 pieces per person)

China is available upon request. Please inquire for pricing
BREAKS

MUFFINS

JUICES

NUTS

POPCORN

PRETZELS

CAKES

SODA
You call them breaks, here we call it “recess”
Just because the food is grown up does not mean you have to be!

*Each Break Requires 1 attendant fees at $75 each

**MORNING RECESS**

**The Salisbury Pick me up** | $7.95
- Fresh Sliced Fruit Display
- Granola
- Assorted Soda and Bottled Waters
- Regular and Decaffeinated Starbucks Coffee
  with Assorted Tazo Teas

**Coffee and Crumbs** | $7.25
- Coffee cake with crumbled topping
- Regular and decaffeinated Starbucks Coffee
- Assorted Tazo Teas

**AFTERNOON RECESS**

*We all Scream for....* | $7.50
- Ice Cream: Strawberry, Chocolate and Vanilla
- Rainbow Sprinkles
- Chocolate Fudge and Caramel Sauce
- Plain M&Ms
- Shredded Coconut, Whipped Cream Bottled Water

**Ballpark** | $6.25
- Hot Pretzels with Whole Grain Mustard
- Assorted Candy Bars
- Individual Box of Cracker Jacks
- Bottled Root Beer
- Assorted Soda and Bottled Waters

---

10 person Minimum required on all orders

Catering menus for The Universities at Shady Grove
Crunch & Munch | $4.75
Fried Crispy Pita Chips
Potato Chips
Tortilla Chips
Onion Dip, Hummus and Salsa
Assorted Sodas and Bottled Water

Sweet Surrender | $5.50
To Include: Sugar, Chocolate Chip, Oatmeal, and Double Chocolate Chip Cookies
Assorted Sodas and Bottled Water
Regular and Decaffeinated Starbucks Coffee with Assorted Tazo Teas

Ying and Yang | $7.50
Assorted Nuts
Goldfish Crackers
Dried Fruit
Chocolate Covered Pretzels
Assorted Sodas and Bottled Water

*Enhancements | $4.95
16oz Smoothie Bar: Banana/Strawberry, Mango Peach, Blueberry Orange

Prices based on 2 hour duration

10 person Minimum required on all orders
MORNING A LA CARTE OFFERINGS

Peeled Hard Boiled Eggs with Kosher Salt | $14.00 Doz

Assorted Breakfast Breads | $2.00 Per Person - 12 Person Min

Assorted Breakfast Pastries & Muffins | $22.00 Doz

Assorted Bagels with Cream Cheese | $19.00 Doz

Fresh Baked Cinnamon Rolls | $2.50 Per Person - 12 Person Min

Fresh Baked Assorted Scones | $23.50 Doz

Granola and Nutri-grain Bars | $1.95 Each

Seasonal Whole Fruit | $1.75 Each

Assorted Donuts | $18.00 Doz

Assorted Glazed and Chocolate Donut Holes | $5.00 Doz

Individual Greek and Lowfat Yogurts | $3.00 Each

Individual Fruit Yogurts | $3.50 Each

Sliced Fresh Fruit - (1) tray serves 15 people | $33.75

Bowls of Vanilla Yogurt and Granola | $3.50 Per Person

10 person Minimum required on all orders

Catering menus for The Universities at Shady Grove
AFTERNOON A LA CARTE OFFERINGS

Seasonal Fresh Vegetables Served with Creamy Ranch and Red Pepper Hummus Dips | $4.50

International & Domestic Cheese Display Garnished with Fresh Fruit and Served with Bread and Crackers | $6.95

Tortilla Chips with Salsa and Guacamole | $4.00

Potato Chips with French Onion Dip | $2.50

Fruit Kabobs | $2.85 each

Assorted Candy Bars | $1.50 each

Homemade Cookies and Brownies | $18.00 Doz

Assorted Cookies | $15.00 Doz

Brownies | $18.00 Doz

A Cooler of Individual Assorted Ice Cream Novelties | $2.25 each

Subject to availability this may Include:
Chocolate Éclair Strawberry Shortcake
Non-Fat Vanilla & Chocolate cups Vanilla & Strawberry Cups
Neapolitan Sandwich & Vanilla Sandwiches
An assortment of Non Dairy Italian Ice

Cinnamon and Sugar-Dusted Churros | $2.95

Chocolate or Vanilla Mini Cupcakes | $24.00 Doz

Individual Bags of Popcorn | $1.95 each

10 person Minimum required on all orders
A LA CARTE BEVERAGES

*Starbucks Coffee, Decaf & Tea Service (2 Cups per Person) | $3.50

Thirst Quenchers:
Lemonade, Iced Tea or Cranberry Punch | $16.75 gallon

Fruit Juices
Orange, Cranberry, Grapefruit & Apple | $15.00 gallon

Aquas Frescas
Strawberry, Watermelon or Cucumber Mint | $18.00 gallon

Assorted Naked Juices
Protein Zone, Blue Machine and Red Machine | $4.25 each

2%, Whole or Soy Milk (12 Cups) | $2.30 carafe

Assorted Soft Drinks | $1.75 each

Individual Fruit Juices: Orange, Apple and Cranberry | $2.50 each

Assorted Energy Drinks (Redbull & Monster) | $4.00 each Virgin

Mojito | $30.00 gallon

Bottled Water | $1.75 each

Citrus Infused Water | $8.50 gallon

10 person Minimum required on all orders
Catering menus for The Universities at Shady Grove
LUNCH

SALADS
HAMBURGERS
FISH
BEEF
PASTA
DESSERTS
BEVERAGES
SANDWICHES
<table>
<thead>
<tr>
<th>Box Lunches</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Artisan</strong></td>
<td>$13.99</td>
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</tbody>
</table>

All Sandwiches include:
- Fruit Salad
- Side Salad
- Dessert Bar
- Bottled Water

- Muffuletta Vegetarian
- Classic Italian on Hero
- Grilled Chicken with Hummus on Ciabatta
- Roast Beef with Cheese
- Chicken Salad

<table>
<thead>
<tr>
<th>Executive Wraps</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Executive Wraps</strong></td>
<td>$15.95</td>
</tr>
</tbody>
</table>

All Wraps include:
- Fresh Fruit Salad
- Pasta Salad
- Fresh Baked Cookie

- Turkey and Brie
- Roast Beef with Provolone and Caramelized Onions
- Hummus and Roasted Vegetables

<table>
<thead>
<tr>
<th>Salads</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Salads</strong></td>
<td>$16.50</td>
</tr>
</tbody>
</table>

All Salads include:
- Fresh Fruit Salad
- Pasta Salad
- Fresh Baked Brownie
- Balsamic Roasted Vegetables
- Wild Greens
- Parmesan Cheese with Tomato-Basil Vinaigrette
- Greek Flank Steak with Feta and Garlic Cucumber Yogurt Dressing
- Chicken Caesar Salad

<table>
<thead>
<tr>
<th>Quinoa Salad</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Quinoa Salad</strong></td>
<td>$13.50</td>
</tr>
</tbody>
</table>

China is available upon request. Please inquire for pricing.
Kosher - Min of 10 - list provided upon request.

10 person Minimum required on all orders.
COLD LUNCH BUFFETS

Build Your Own Dagwood  |  $17.50
Select one Side Salad:
Mixed Green Salad
Greek Salad
Creamy Pasta Salad

House Roasted Sliced:
Turkey Roast  |  Beef
Tuna  |  Ham
Sliced: Cheddar and Swiss Cheese
Assorted Breads and Rolls

Condiments to include:
Mayonnaise, Mustard, Lettuce, Tomatoes,
Onions & Pickles

Lays Potato Chips
Assorted Cookies and Brownies

Lemonade or Iced Tea & Water

Additional salads  |  $5.00 each
Chicken Salad
Tuna Salad
Pasta Salad
Black Bean & Corn Salad or Penne Pasta
with Roasted Vegetables

UMBC Sandwich Board  |  $14.00
House Salad
Choose 3 of the 6 Sandwiches:
Ham & Swiss  |  Croissant Club
Tuna Salad  |  Chicken Salad
Vegetarian Wrap

Tomato and Basil Mozzarella
Lays Potato Chips
Fresh Baked Cookies and Brownies
Lemonade or Iced Tea & Water

Wrap it Up  |  $16.95
Choose 3 of the 6 Wraps:
Roasted Vegetables with Sun-Dried Tomatoes
Egg Salad
Tuna Salad Wrap
Chicken Caesar Wrap
Southwestern Turkey
Roast Beef with Horseradish Spread

Lays Potato Chips
Fresh Baked Cookies and Brownies
Lemonade or Iced Tea & Water

China is available upon request. Please inquire for pricing

10 person Minimum required on all orders  Catering menus for The Universities at Shady Grove
LUNCH BUFFET

**University of Baltimore**

**The Lost Cities of Gold | $19.50**

- Black Bean Corn Salad
- Lime Vinaigrette Seven-Layer Salad
- Tortilla Chips
- Chilled Cilantro and Lime Marinated Chicken
- Cheese Enchiladas
- Veracruz Rice Ala Mexicana
- Roasted Seasonal Vegetables
- Assorted Cakes
- Lemonade or Iced Tea & Water

**Add an entree | $4.50**

- Chicken or Beef Fajitas with Flour Tortillas

**Bowie State Mid Term | $25.95**

- Fresh Grape Tomato, Hearts of Palm and Mozzarella Salad
- Mixed Field Greens with Assorted Dressings
- Roasted Vegetable Salad
- Sun-Dried Tomato Stuffed Chicken Breast in a Balsamic Glaze
- Eggplant Parmesan in a Marinara Sauce
- Tri-Colored Tortellini in a Pesto Sauce
- Tiramisu
- Fresh-Baked Breads and Locally Sourced Butter
- Lemonade or Iced Tea

**Additional entrees | $7.50**

- Penne Pasta with Bolognese Sauce
- Sautéed Chicken Cutlet in a Marsala Sauce
- Lasagna

China is available upon request. Please inquire for pricing

25 person Minimum required
The Towson Spring Break | $24.75

Mixed Field Greens with Assorted Dressings
Macaroni Salad
Baked Beans
Corn On The Cob
Home-Made Jalapeno Corn Bread
Hamburgers, Hot Dogs and Chicken Breasts
Tomatoes, Lettuce, Red Onion, Pickles, Pepperoncini and Sweet Relish

Fresh Sliced Seasonal Fruit

Lemonade or Iced Tea & Water

Additional selections | $3.00

Assorted Whole Apple and Bluberry Pies
Vegetarian Burger

China is available upon request. Please inquire for pricing
25 person Minimum required

10 person Minimum required on all orders
DECONSTRUCTED LUNCH SALAD BUFFETS

Choose one:

**Greek - Salad Bar | $15.95**
Fresh Romaine, Feta Cheese, Kalamata Olives, Plum Tomatoes, Red Onions and Pepperoncini with a House Made Vinaigrette

**Nicoise - Salad Bar | $15.95**
Nicoise Olives, Green Beans, Hard Boiled Egg Wedges, Potatoes and Cherry Tomatoes with a House Made Vinaigrette

**Cranberry Walnut - Salad Bar | $15.95**
Mesclun Greens, Iceberg Lettuce, Romaine Hearts, Tomatoes, Carrots, Granny Smith Apples, Walnuts, Dried Cranberries and Crumbled Blue Cheese with a Red Wine Vinaigrette

**Pasta Salad Bar | $14.75**
Al Dente Pasta, Assorted Roasted Vegetables, Sun-Dried Tomato Pesto and Parmesan Cheese with Mesclun Greens and Romaine Hearts

**All Salad Buffets Include:**
Assorted Cookies or Brownies
Fresh-Baked Breads and Whipped Butter
Iced Tea or Lemonade and Water

**Enhancements**

Add Chicken | $2.75
Add Salmon | $Market Price
Add Shrimp | $4.50

China is available upon request. Please inquire for pricing
25 person Minimum required

10 person Minimum required on all orders
LUNCH BUFFETS FOR A STUDENT’S BUDGET

All Selections Include: House Salad with Ranch and Balsamic Dressings, Iced Tea, Lemonade and Chefs Choice of Dessert

Mac & Cheese | $15.00
With Rustic Breads

Eggplant Parmesan | $15.00
With Garlic Bread

Meat or Vegetarian Lasagna | $15.00 (Min of 20 people)
With Garlic Bread

*Pizza Party | $19.00
Cheese, Pepperoni, Veggie and Hawaiian ~16 Inch Pizzas~

De-constructed Cajun Chicken and Pasta | $17.00
Blackened Chicken Strips with Bell Peppers, Rigatoni Pasta and Gorgonzola Cream Sauce

Vegetarian Turmeric Trail $15.00 🍝 | Chicken $17.75
Rice, Carrots, Peas, Potatoes, Green Beans, and Onions, Seasoned In Turmeric and Topped with Hard Boiled Eggs Served with Naan and a Kakadi Kosumalli (Cucumber Lentil Salad) and Pal Payasam (Rice Pudding with Raisins) for Dessert

De-constructed Asian Experience Chicken $21.00 | Beef $23.00
Chilled Lo Mein Salad with Chicken or Beef, House Salad with Sesame Vinegar Dressing, and Vegetable Spring Rolls served with Sweet Chili Sauce.

* Price based on 2 pieces per person
China is available upon request. Please inquire for pricing
25 person Minimum required

10 person Minimum required on all orders
RECEPTION

CANAPÉS
SHRIMP
WRAPS
SUSHI
BRUSCHETTA
TENDERLOIN
DIM SUM
OYSTERS
CHEESE
HORS D’ OEUVRE

Traditional | $2.25
Asian Vegetable Spring Roll with Sweet Chili Sauce
Chicken Tenders with Honey Mustard and BBQ Sauce
Assorted Quiches
Boursin & Spinach Stuffed Mushrooms
Chicken or Vegetable Quesadillas with Salsa and Sour Cream
Tomato Basil Bruschetta with Balsamic Vinegar
Mozzarella Sticks with Marinara Sauce

Specialty | $2.95
Parmesan Artichoke Hearts
Spinach and Feta Empanadas with Dill Sour Cream
Beef Empanadas with Avocado Poblano Sauce
Chicken Skewers
Potato Skins with Cheese and Chives

Signature | $3.95
Peppercorn Melange-Crusted Beef Tenderloin
Coconut Shrimp with Mango Chutney
Scallops Wrapped in Bacon
Chinese Chicken Salad in a Crisp Wonton Cup
Maryland Crab Cakes with Drizzled Spicy Tartar

Cold Hors d’ Oeuvres can be Butler Passed at an Additional Fee. For Quality of Presentation and Proper Serving Temperature, Butler Passing of Hot Hors d’Oeuvres is Not Recommended

*Pricing is Per Piece with a Minimum of 25 Pieces Per Item
China is available upon request. Please inquire for pricing
RECEPTION DISPLAYS

Farmers Market  |  $4.50
Assorted Fresh Vegetables Served with Assorted Dips

International and Domestic Cheese Board  |  $6.95
Garnished with Fresh Fruit and Served with Bread and Crackers

Crispy Pita Dip  |  $4.50
Served with your choice of Sun-Dried Tomato Pesto, Lemon Tahini or Hummus

Brie en Croute  |  $5.75
Dried Cranberries and Candied Pecans with your choice of Apricot or Raspberry Jam

Antipasto  |  $8.50
Prosciutto, Pepperoni, Salami, Provolone, Mozzarella, Olives, Sun-Dried Tomato Tapenade, Roasted Peppers and White Bean Dip with Toasted Focaccia

Middle Eastern Platter  |  $8.50
Hummus, Lemon Tahini, Tzatziki, Feta Cheese, Tomatoes, Greek Olives and Toasted Pita Points

Meatball Bar (1.5 pieces per person)  |  $8.50
Choice Of Two:
Turkey Meatballs with Gravy
Bourbon Glazed Backyard Meatballs
Classic Italian Bocce Ball with Marinara

China is available upon request. Please inquire for pricing

10 person Minimum required on all orders
**Bruschetta Bar**  |  $7.25
Choice Of Three:
Assorted Toasted Baguette Slices Topped With:
Tomato-Basil  |  Sun-Dried Tomato  |  Gorgonzola
Roasted Red Pepper Tapenade  |  Kalamata Olive Tapenade

**Assorted Mini Sandwiches**  |  $33.00 Dozen
Choice of Three:
Roasted Vegetable With Sun-Dried Tomato Spread  Turkey with Cranberry Relish
Ham with Honey Mustard
Roast Beef with Boursin Cheese Spread
Tarragon Chicken Salad

*CARVING STATIONS*

**Beef Tenderloin serves 25**  |  $295.00
With Rolls, Horseradish Cream and Peppercorn Sauces

**Roasted Prime Rib serves 40**  |  $550.00
With Rolls, Assorted Mustards and Horseradish

**Blackened Pork Loin Serves 30**  |  $325.00
With Rolls and Creole Mustard Sauce

**Honey-Baked Ham Serves 40**  |  $275.00
With Rolls, Honey Mustard and Herb Mayonnaise

**Whole Roasted Turkey serves 40**  |  $225.00
With Rolls and Cranberry Sauce

*All Action and Carving Stations are Chef Attended - One Chef Required per 100 Guests
Fee of $150.00 per Chef to Apply

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10 person Minimum required on all orders
RECEPTION STATIONS

Asian Station | $31.95
(20 person minimum)

- Sushi with Wasabi and Pickled Ginger
- Tuna On A Rice Cracker with Seaweed Salad & Assorted Steamed Dim Sum
- Peking Duck Pancake with Assorted Dipping Sauces

Mac & Cheese | $24.00
(20 person minimum)

With Choice of 5 ingredients:
- Broccoli, Carrots, Green Onions, Red Onions, Zucchini, Yellow Squash, Roasted Red Peppers, Ham, Diced Chicken, Bacon or Spicy Sausage

Enhancements | $2.00
- Grilled Shrimp

Mediterranean Street fare | $37.95
(20 person minimum)

(Select 3)
- Zhatar Chicken Breast
- Lamb Meatballs
- Falafel
- Lebanese Spiced Beef

Choose your Toppings:
(Select 5)
- Tabbouleh
- Kalamata Olives
- Marinated Feta
- Tomato and Onion Salad
- Pickled Onions
- Cucumber with Lemon Olive Oil
- Cabbage Slaw
- Pickled Peppers

Choose 2 Spreads:
- Roasted Garlic Hummus
- Red Pepper Hummus
- Baba Ganoush
- Tzatziki

Served with Pita Flats, Brown Rice, Iced Tea and Water.

China is available upon request. Please inquire for pricing. If desired 1 Chef Attendant at $150.00 each

10 person Minimum required on all orders
BEVERAGE

MARTINIS

CHAMPAGNE MARGARITA

RED WINE  WHITE WINE

TONICS  BEER

NON-ALCOHOLIC
TYPES OF BARS

All Bars require a 4 hour Minimum

Hosted Beer and Wine

Domestic Beers  |  $5.25
Budweiser
Bud Light
Miller
Miller Light
Coors Light

Imported  |  $5.75
Heineken
Amstel Light

Bottled Water and Soda  |  $4.00

House Wines  |  $32.00
Mirassou Chardonnay (CA)
Kendall Jackson Reserve Sauvignon Blanc (CA)
Edna Valley Merlot (CA)
Edna Valley Cabernet Sauvignon (CA)

Premium Host Bar Offerings  |  $7.25
Smirnoff
Captain Morgan
Beefeater
Seagrams Seven
Jack Daniels
Bacardi Sauza Gold

Top Shelf Host Bar  |  $7.75
Skyy
Mount Gay
Johnnie Walker Red
Crown Royal
Gentlemen Jack
Jose Cuervo Gold

Top Shelf Wines  |  $39.00
Clos Du Bois Reserve Chardonnay (CA)
Kim Crawford Sauvignon Blanc (NZ)
William Hill Merlot (CA)
Louis Martini Cabernet Sauvignon (CA)

All Cash Bar Prices are .50 additional. All Host Bars incur a Bartender Fee at $125 each. All Cash Bars incur a Bartender and Cashier Fee at $125 each. Cash Bars require 50% in Guest Revenue (based on 1 $6 average drink)
HOSTED PACKAGE BARS - PER PERSON

**Beer and Wine Bar**
- House wines
- Domestic beers
- Imported
- Soft drinks
- Bottled waters

**Premium Liquors**
- House wines
- Domestic beers
- Imported
- Soft drinks
- Bottled waters

**Top Shelf Liquors**
- Top shelf wines
- Domestic beers
- Imported
- Soft drinks
- Bottled waters

<table>
<thead>
<tr>
<th></th>
<th>1 hour</th>
<th>Additional hours</th>
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<tbody>
<tr>
<td>Beer and Wine Bar</td>
<td>$9.00</td>
<td>$5.00</td>
</tr>
<tr>
<td>Premium Liquors</td>
<td>$14.00</td>
<td>$7.00</td>
</tr>
<tr>
<td>Top Shelf Liquors</td>
<td>$16.00</td>
<td>$8.00</td>
</tr>
</tbody>
</table>

**Champagne**
- Gloria Ferrer, Blanc de Noirs, Sonoma Piper | $28.00
- Heidsieck, Brut, France                 | $42.00

**Enchancements**
- Champagne Fruit Punch | $70.00 Gallon
- Caribbean Rum Punch    | $75.00 Gallon
- Shady Grove Margaritas | $75.00 Gallon
- Sangria                 | $75.00 Gallon
- Non-Alcoholic Fruit Punch | $22.00

All Cash Bar Prices are .50 additional. All Host Bars incur a Bartender Fee at $125 each. All Cash Bars incur a Bartender and Cashier Fee at $125 each. Cash Bars require 50% in Guest Revenue (based on 1 $6 average drink)
TECHNOLOGY

LIGHTS
CAMERA
ACTION
## MISCELLANEOUS AV EQUIPMENT

<table>
<thead>
<tr>
<th>Item</th>
<th>Rate</th>
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</thead>
<tbody>
<tr>
<td>Pipe and drape</td>
<td>$100.00 per 12 foot section</td>
</tr>
<tr>
<td>Laser pointer</td>
<td>$50.00 per day</td>
</tr>
<tr>
<td>Flipchart with markers</td>
<td>$45.00 per day</td>
</tr>
<tr>
<td>Post-it flipcharts</td>
<td>$60.00 per day</td>
</tr>
<tr>
<td>Speakerphone</td>
<td>$125.00 per day</td>
</tr>
<tr>
<td>Easel</td>
<td>$10.00 per day</td>
</tr>
<tr>
<td>AV roll cart</td>
<td>$20.00 per day</td>
</tr>
<tr>
<td>AV Technicians</td>
<td>$85.00 per hour</td>
</tr>
</tbody>
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**4 hour minimum required**

- Mon- Friday 7am – 6pm: $85.00
- Evenings / Weekends: $125.00

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### Microphones

<table>
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<tr>
<th>Item</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Table, Podium or Floor mic with Mixer</td>
<td>$50.00 per day</td>
</tr>
<tr>
<td>Each additional mic</td>
<td>$35.00 per day</td>
</tr>
<tr>
<td>Wired lavalier mic</td>
<td>$80.00 per day</td>
</tr>
<tr>
<td>Gooseneck mic</td>
<td>$60.00 per day</td>
</tr>
<tr>
<td>Wireless Lavalier or Hand held mic</td>
<td>$75.00 per day</td>
</tr>
<tr>
<td>Podium and mic</td>
<td>$85.00 per day</td>
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### Audio

<table>
<thead>
<tr>
<th>Item</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cassette player and recorder</td>
<td>$75.00 per day</td>
</tr>
<tr>
<td>5-disc CD player</td>
<td>$75.00 per day</td>
</tr>
<tr>
<td>4-8 channel mixer</td>
<td>$50.00 per day</td>
</tr>
</tbody>
</table>
AV PACKAGES

Projector Support Package  |  $200.00 per day
This package is suitable for meetings if you choose to provide your own projector

Includes:
- An AV Cart for your LCD projector & laptop
- 7x12 Dressed Screen
- Extension cord and power strip
- Audio Visual Technician will assist you in connecting your laptop and projector at the start of your meeting

Laser Projector Package  |  $550.00 per day
This Package Is Suitable For All Computer-Generated Presentations Of Any Size

Includes:
- 6000 Lumen Laser Projector with a 7x12 Dressed Screen
- Audiovisual Roll-Cart
- Extension Cords

JBL Audio Support Package  |  $400.00 per day
This Package Is Designed For Groups With 50 Attendees Or More To Ensure A Full Range Of Sound.

Includes:
(2) 250-Watt JBL Speakers On Stands
CD Player With Walk-In Music
4-Channel Mixer
Extension Cords & Cables
Classroom Technology Package | $250.00 per day
This package is available when a smart classroom is confirmed.

This package includes:
A Ceiling Projector, Host PC, Dropdown Screen, House Sound and a VGA Laptop Connection

Audio Web Conference Support Package | $400.00 per day
This Package Includes
(1) Laptop
(1) Laptop (Backup)
(2) LAN Internet Connections (Program/Backup)
(1) Gentner - If Needed
(1) Audio Mixer
(1) Video/Audio Tech
(1) Podium With Mic
(-) Associated Cabling And All Cords
DOES NOT INCLUDE
Web Conferencing Software Platform.
For Example, Webex, Go-To Meetings, Join.Me

Video Recording Package | $400.00 per day
Package Includes:
(1) Video Recorder On Tripod
(1) 32gb Sd Sandisk Memory Card
(1) Video/Audio Tech
(1) 4 Channel Mixer
(1) Associated Cabling And All Cords
(1) Dedicated Av Tech To Record - 4 Hour Minimum
**Video Web Conferencing Package**  |  **$650.00 per day**

This Package Includes:

(1) Video Recorder On Tripod
(2) Laptop (1 for Backup)
(2) LAN Internet Connections (Program/Backup)
(1) Gentner - If Needed
(1) Audio Mixer
(1) Video/Audio Tech
(1) Podium With Mic
(-) Associated Cabling And All Cords

**DOES NOT INCLUDE**

Web Conferencing Software Platform.

For Example, Webex, Go-To Meetings, Join.Me
TERMS & CONDITIONS
Food and Beverage Policies

Please make your reservations for catered events through the academic year at Universities at Shady Grove with the Events Office at 301.738.6059.

In order to serve you better, and to avoid a late service charge, we ask that you make arrangements for luncheons and dinners at least five days prior to the event.

Coffee service and beverage set-up requests must be received no later than 3 business days prior to the function.

Prices are subject to change with market fluctuations and may be confirmed 90 days prior to your function.

Guarantee

We ask that you give us a final attendance number at least 3 Business days prior to your function so that we may make final arrangements.

For your convenience, we will be prepared to serve 5% over the guaranteed number. If no final guarantee is received, we will consider the number indicated on the original booking forms to be the correct and guaranteed number of guests. The guarantee is not subject to reduction after 72 hours.

Final guarantees must be submitted directly to the Events Office at 301.738.6059

Loss Prevention

USG is not responsible for any items left in any meeting rooms before, during or after any function.

Meeting Space Allotment

USG reserves the right to reassign the room should any change in attendance or type of function occur prior to the time of your event. USG may assign suitable charges for any extraordinary room setups; electrical requirements and/or substantial room set changes from the original Banquet Event Order within 24 hours of the function.

Any signs, decorations or other items displayed must be of professional quality and have prior approval of your Event Manager. USG may assess charges for decorations, banners, dance floor, risers, or other equipment not contained within the equipment inventory. Additional charges will be assessed if greater than reasonable cleanup is required after the function.
Cancellations

Cancellations for Food must be made within a reasonable time, and no later than 72 hours prior to the function. Orders canceled outside of 72 hours may be subject to food and labor cost incurred by the contracted Catering company.

A minimum of 50% service charge is assessed if cancellations are made after the cut-off period.

Packages

Packages for your event may be delivered no earlier than five (5) business days prior to the function.

Staffing

Our professional service staff is available to replenish buffets, pass hors d’oeuvres or serve plated meals at your event.

Our Event Department will determine your staffing needs based on the size, style and logistics of your event.

Staffing is charged at $30/hour for a minimum of 4 hours.

Alcoholic Beverages

The sale and service of all alcoholic beverages is regulated by Maryland State Liquor Board. The Universities at Shady Grove is responsible for the administration of these regulations; therefore, it is our policy that no alcohol beverage(s) be brought into the campus for a banquet function.

Service and Rentals

All price quotes are for disposable service unless otherwise noted.

A variety of tablecloths and napkins can be arranged to give your event a more elegant appearance. If you need linen for guest or conference tables for receptions, breaks, boxed meals or lunch/dinner tables, there will be an additional charge. CES Linen for Round tables is $20.00 per table. Additional charges will apply for specialty linens. Compostable products will be provided with orders unless otherwise requested.