

GOOD SHEPHERD BAPTIST CHURCH

Building A Church ~ Developing A Community ~ Expanding Services ~ Impacting Lives



GSBC Catering Guide

Authorized Contact:
Proposed Event Date:

*2223 South Crater Road ~ P.O. Box 3569
Petersburg, Virginia 23805
Rev. Jeffrey L. Reaves, Sr. ~ Pastor
(804) 732-5969 Church
(804) 861-0216 Fax*



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Catering Guide

Assorted Breakfast Selections

Health Conscious Breakfast

Assorted Nutri Grain and Granola Bars
Seasonal Fresh Fruit Selections
Yogurt
Coffee, Tea and Orange Juice

Continental Breakfast

Bagels with cream cheese
Assorted Mini Muffins
Assorted Pastries
Assorted Fruit Yogurt
Fresh Fruits (Grapes, Oranges, Bananas, Strawberries)
or Assorted Seasonal Fruit Tray
Coffee, Tea and Orange Juice

Breakfast Buffets (Style)

Sunrise Breakfast

Occasions must have 50 people or more for buffets

Seasonal Fresh Fruit Selections
Fluffy Scrambled Eggs
Crisp Bacon & Sausage or Turkey Sausage
Home Fried Potatoes or Grits
Breakfast Biscuits
Coffee, Tea and Orange Juice

Appropriate condiments will be provided based on selections.

Due to the changing market value of food items and applicable service charges prices are available upon request.



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Next Level Breakfast

Occasions must have 50 people or more for buffets

Seasonal Fresh Fruit Selections
Fluffy Scrambled Eggs with Cheese
Crisp Bacon, Fried Ham, Sausage or Turkey Sausage
Home Fried Potatoes with Onions & Sweet Peppers
Cinnamon Toast Sticks with warm syrup
Breakfast Biscuits
Coffee, Tea and Assorted Chilled Fruit Juice
Appropriate condiments will be provided based on selections.

Assorted Lunch Selections

Plated Lunch Specials

Chicken Lovers (Plate)

Occasions must have 30 people or more for plated

Fresh Garden Salad
Boneless Chicken Breast with Savory Sauce
Rice Pilaf or Green Beans
Assorted breads & Chef's Dessert of the Day
Coffee, Hot Tea and Sweetened Iced Tea
Appropriate condiments will be provided based on selections.

Healthy Luncheon (Plate)

Occasions must have 30 people or more for plated

Fresh Garden Salad
Vegetarian or Meaty Quiche Selections
Fresh Broccoli or Green Beans
Assorted Seasonal Fruit Trays
Coffee, Hot Tea and Sweetened Iced Tea
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Light Luncheon (Plate)

Occasions must have 30 people or more for plated

Fresh Garden Salad

Smoked Ham or Turkey Croissants

Pasta Salad or Potato Salad

New York Style Cheesecake

Coffee, Hot Tea and Sweetened Iced Tea

Appropriate condiments will be provided based on selections.

Lunch Buffets (Style)

Seafood Lovers

Occasions must have 50 people or more for buffets

Fresh Garden Salad or Caesar Salad

Shrimp Cocktails

Mini Crab Cakes

Rice Pilaf

Roasted Potatoes

Dinner Rolls

Mixed Vegetables

Dinner rolls & Chef's Choice of Desserts

Coffee, Hot Tea and Sweetened Iced Tea

Appropriate condiments will be provided based on selections.

Next Level Luncheon

Occasions must have 50 people or more for plated

Fresh Garden Salad

Fried Chicken

Baked Ham

Macaroni and Cheese & Candied Yams

Mixed Greens or Mama's Green Beans

Dinner rolls & Chef's Choice of Desserts

Coffee, Hot Tea and Sweetened Iced Tea

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The Lunch Box

Occasions must have 50 people or more for plated

Fresh Garden Salad
Assorted Dressings Selections
Chicken Salad, Tuna Salad
Turkey & Ham Luncheon Meat
American & Provolone Sliced Cheese
Sliced Tomatoes & Lettuce
Assorted Sliced Breads
Chef's Choice of Desserts
Coffee, Hot Tea and Sweetened Iced Tea
Appropriate condiments will be provided based on selections.

Pasta Heaven

Occasions must have 50 people or more for plated

Fresh Garden Salad
Spaghetti with Meat Sauce
Mixed Vegetables
Garlic Bread Sticks
Chef's Choice of Desserts
Coffee, Hot Tea and Sweetened Iced Tea
Appropriate condiments will be provided based on selections.

Dinner Selections

All entrées and buffets are served with one vegetable selection, one starch or grain selection, one salad, one dessert, ice tea & coffee, rolls with butter. Any side dish can be added for an additional fee.

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Dinner Buffet (Styles)

Add an additional meat to your buffet for an additional fee

Buffet Selections & Pricing (Choose One)

Occasions must have 50 people or more for plated (dinner rolls included in selections)

Boneless Chicken Breast

Baked Chicken w mushroom sauce

Sliced Brown Sugar Ham

***Roast Beef Tenderloin Au Jus**

Beef Tips w Rice

Roast Pork Lion

Entrée / Buffet Selections

Salad (Choose One)

Garden Salad

Cesar Salad

Hot Vegetable Selection (Choose One)

Cabbage

Green Bean Almandine

Glazed Carrots

Broccoli Spears w Cheese Sauce

Corn on the Cob

Starch or Grain Selection (Choose One)

Mashed Potatoes

Rice Pilaf

Oven Roasted Red Bliss Potatoes

Candied Yams

Macaroni and Cheese

Desserts (Choose One)

Fruit Cobblers

Assorted Cakes

Ice Cream

These items are to be selected along with your buffet choice.

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Reception Carving Stations

All selections served with appropriate sauces. There is an additional fee for carving stations with servers.

Carved Beef Tenderloin

Carved Turkey Breast

Carved Brown Sugar Ham

All carving stations are supplied with a carver, accompanying sauces and assorted breads. These selections can be an accompaniment to your event or may be served as a main course.

Hors d' Oeuvres (Hot) ~ 100 Pieces

Chicken Drummetts

Chicken Tenders

Meatballs

Miniature Quiche

Mini Crab Cakes

Hors d' Oeuvres (Cold) ~ 100 Pieces

Ham Biscuits

Assorted Pinwheels

Assorted Finger Sandwiches

Shrimp on Ice

Vegetable Tray

Fruit Tray

Assorted Cheese & Crackers

Assorted Chips w Dip

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Snacks, Beverages & Accessories

Citrus Punch

Assorted Can Sodas

Assorted Juices

Bottled Water

Assorted Cookies (*by the dozen*)

Brownies (*by the dozen*)

Potato Chips

Mixed Nuts

Accessories Available for In-house Rental:

Punch Fountain (7 gallon)

Chocolate Fountain

Custom Center Pieces (Display Only)

Table Numbers & Stand

All accessories remain @ Good Shepherd Baptist Church and are not to be removed by guest of the rental party. If any of the items are removed after the event, it will result in the retention of your security deposit.

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GSBC Catering Contract

***Contract must be returned within 10 days from the date issued with a \$250.00 Refundable Security Deposit. Please also complete our Space Rental Agreement**

Name of Organization: _____

Authorized Sponsor / Contact Person: _____

(2) Contact Phone: (____)____-____ / (____)____-____ Fax: (____)____-____

Address: _____ City: _____ State: _____ Zip: _____

FIN# or SSN#: _____ 501 (c3)#: _____

Date of Event: ____/____/____ Time of Event: From _____ To _____

Projected Location of Event (Please check all that apply):

Narthex: ____ Fellowship Hall: ____ Educational Wing: ____

Refundable Security Deposit: **\$250.00**

Total Balance Due (Deposit + Rental Fee + Catering): \$ _____

Balance for Space Rental due 30 days before scheduled event. Balance for GSBC Catering due 2 weeks before scheduled event.

Event Purpose (Please be as detailed as possible): _____

_____ *Please attach any additional information.

Menu Selection from Catering Guide:

Price per Person: \$ _____

Event Requirements:

Number of Guests: _____

Plastic Place Settings: Yes ____ No ____

China Service: Yes ____ No: ____

Special Tables: _____

Cordless Microphones: _____ Podium: _____

Number of people invited as presenters / performing group(s): _____

Notes /

Comments: _____

_____ *All equipment requested may not be*

Please review your request and sign and date this form:

Signature

Date



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** Catering Contracts do not include the price of Space Rental. Please complete the GSBC Space Rental Agreement.*

*C*atering Services

Good Shepherd Baptist Church has contracted Catering Services, Managers and Chefs that are Serve Safe Certified. *We do not allow individuals and organizations to bring in their own cater.* The only exception to this rule is funerals repasts and small events held in our educational wing. It is our aim to provide services for you with a spirit of excellence. Please set-up a time to meet with our Event Mangers and Food Service Staff to assist you in your planning.

(_____)Initial

*G*uest Guarantees

The number of guest attending your event must be guaranteed no later than one week prior to your event. This will allow our GSBC Catering Staff to properly prepare for your event. You will be responsible for your guarantee once the contract is received and this amount cannot decrease. Your commitment to pay your guest guarantee is appreciated. (_____)Initial

*P*ayment & Service Charges

A refundable security deposit of \$250.00 will be collected the day that your contract is submitted to GSBC. This will secure your event date. *This deposit will be retuned to you 2 weeks to 30 days after your event if damages or other penalties have not been charged to you or your guests.* **Payment for your GSBC catering services will be due no later than 2 weeks prior to your event.** Additional money will be collected if your guarantee increases after this date. *A 20% service fee and an 18% set-up fee will be added to all events.*

(_____)Initial

*C*ancellations:

Catered events must be canceled no later than one week prior to your event date. If events are canceled after this time the full payment of food must be received due to preparations for food and catering staff for your event. *This penalty does not include the \$100.00 that will be retained from your security deposit if your event is canceled 30 days after confirmation.*

(_____)Initial



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*F*ood and Unconsumed Beverages:

Due to the high risk of food-borne related illnesses, and to protect you and your guests, any food items not consumed during your event will not be distributed or permitted to leave the event location. (_____)Initial

*E*vent Scheduling:

Good Shepherd Baptist Church is a house of Worship first and we hold true to our priority of maintaining fellowship one with another. For this reason, **All music played during your event must be approved.** *We also require all events to end no later than 8:00 p.m. on Saturdays in preparation for our Sunday morning Worship Service.* All other events during the week are required to conclude no later than 9:00 p.m. Please plan your event accordingly.
(_____)Initial

*A*ccessories:

All accessories remain at Good Shepherd Baptist Church and are not to be removed by guest of the rental party. If any of the items are removed after the event, it will result in the retention of your \$250.00 security deposit. Some specified items are available for rent (in-house only). *China and linen services are available upon request.* All other catered events have the option of clear plastic /paper products. (_____)Initial

Rental Party:

I have read and understood all of the aforementioned information and now submit my request for space rental and catering services to Good Shepherd Baptist Church, 2223 South Crater Road; Petersburg, VA 23805.

Signature

Date

Signature of Event Planner

Date