

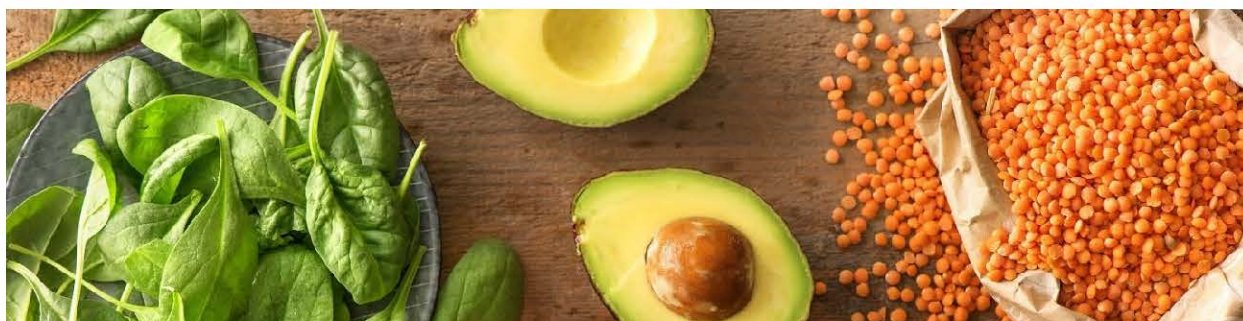
JR's Pro Catering

By JR Proprietors



2021-2022 Catering Menu

257 Fuller Road
Albany, New York 12203



Welcome to JR's Pro Catering

There are many details to attend to as you prepare for your upcoming catered event. Our team will help guide you, from designing the perfect menu to personalizing all the finishing touches to make your event special. We will work with you to build a custom menu inspired by your unique needs that will leave a lasting impression on your guests. You have entrusted your event to JR's Pro Catering which means the food will be unmatched, the service spectacular, and the event will be unforgettable!

This Catering Menu is intended to be a starting reference point for our guests. Our Executive Chef and Culinary Experts are prepared to create a custom menu for your event upon request that caters to your individual needs. We look forward to serving you and your guests with a delicious dining experience.

LEE EDMONDS
Executive Chef
Jrproprietors@gmail.com
518-992-2112



In this guide you will find menus for:

Coffee and Tea Service	Page 3
Continental Breakfast	Page 3
Jr. Continental Breakfast	Page 3
Oatmeal & Yogurt Buffet	Page 3
Hot Breakfast Buffet	Page 4
VIP Breakfast Buffet	Page 4
A la Carte Breakfast	Page 5
Beverages	Page 5
Sweet Treats	Page 5
Deli Sandwich Boxes	Page 6
Salad Boxes	Page 6
Deli Wrap Boxes	Page 6
Soup & Salad Buffet	Page 7
Sandwich Platter Buffet	Page 8
Classic Hot Buffet	Page 9
Cocktail Hour Buffet	Page 10
A la Carte Cocktail Hour	Page 10
Catering Policies	Page 11-13

Breakfast

Coffee and Tea Service

- Full Coffee and Hot Tea Stations
- Iced Water

Add Pastries, Cookies or Brownies

Continental Breakfast Buffet

- Assorted Mini Danish
- Assorted Mini Muffins and Scones
- Bagels with Cream Cheese & Butter
- Fresh Whole Fruit (Apples, Bananas, Oranges)
- Full Coffee and Hot Tea Stations
- Bottled Fruit Juices
- Iced Water

Upgrade to Seasonal Mixed Fruit Display

Add Oatmeal & Yogurt Bar

Add Smoked Salmon Platter for Bagels

Junior Continental Breakfast Buffet

- Assorted Mini Danish
- Assorted Mini Muffins
- Bagels with Cream Cheese & Butter
- Full Coffee and Hot Tea Stations
- Iced Water

Oatmeal & Yogurt Buffet

- Assorted Mini Muffins and Scones
- Seasonal Mixed Fruit Display
- Vanilla Yogurt Cups
- Oatmeal
- Toppings for Yogurt and Oatmeal to include:
 - Granola
 - Dried Cranberries
 - Craisins
 - Toasted Walnuts
 - Toasted Coconut
 - Toasted Almonds
 - Brown Sugar
 - Assorted Fresh Berries
- Full Coffee and Hot Tea Stations
- Bottled Fruit Juices
- Iced Water



A La Carte Breakfast

(Prices per person unless otherwise noted)

Pastries

Assorted Doughnuts
Apple Turnovers
Assorted Mini Danish
Assorted Mini Muffins
Breakfast Breads
Assorted Large Muffins

Assorted Coffee Cakes
Breakfast Biscuits w/ Jams
Assorted Scone
English Muffins w/Jams
Bagels with Cream Cheese

Cereals, Oats, Seasonal Fruit & Yogurt Cups

Assorted Cold Cereals
Fresh Whole Fruits
Seasonal Mixed Fruit Cup

Yogurt & Granola Cup
Mixed Berry and Yogurt Parfait
Mixed Berry & Yogurt Parfait w/ Granola

Beverages

(Prices per person unless otherwise noted)

Hot Beverages

Regular or Decaf Coffee
Coffee, Flavored, per guest
Hot Water and Assorted Teas

Hot Apple Cider (Seasonal) Market Pricing
Hot Chocolate

Cold Beverages

Unsweetened Iced Tea
Lemonade
Fruit Infused Iced Water
(Cucumber Mint, Strawberry-Pineapple-Sage or Citrus)
Fruit Punch

Mountain Berry Spritz
(Strawberry, Blueberry and Raspberry with Sierra Mist)
Early Morning Fizzy Drink
(Orange Juice, Fruit Punch and Ginger Ale)
Rainbow Sherbet Punch
(Rainbow Sherbet, Sierra Mist and Fruit Punch)

Individual Beverages

Canned Soda, 12oz
(Pepsi, Diet Pepsi, Mt. Dew, Sierra Mist, Ginger Ale)
Bottle Juices, 10 oz
(Orange, Cranberry, Apple)
Aquafina Water, 16oz
Life Water, 23oz

Voss Water, 16oz
Naked Juices, 15oz
(Blue Machine, Red Machine, Green Machine, Pina Colada, Mango, Strawberry-Banana)
Milk, 16oz
(Vitamin D, 2% or Low-Fat Skim)

Sweets and Treats

Assorted Cookies, 1 dozen
Brownies, 1 dozen
Marshmallow Rice Snacks, 1 dozen
Assorted Dessert Bars, 1 dozen
Lemon Bars, 1 dozen
Assorted Dessert Bars, 1 dozen
(Summer Berry, Chocolate Peanut Butter, Lemon Crumb, Apple Crumb)
Mini Cake Assortment, 1 dozen

(Carrot, Chocolate Mousse, Cannoli, Caramel, Strawberry Shortcake, Orange, Tiramisu)
Strawberry Shortcake Cake, 12 slices
Tuxedo Mousse Cake, 12 slices
New York Cheesecake, 12 slices
Mini Assorted cheesecakes, 1 dozen
(Orange, Key Lime, Amaretto, Chocolate Chip, Brownie, Chocolate, Mocha and Butter Toffee)
Assorted Mini Petits Fours
(Almond, Orange, Lemon, Strawberry, Vanilla, Chocolate)

Traditional Hot Breakfast Buffet (Minimum of 20 Guests)

- Assorted Mini Danish
- Assorted Mini Muffins and Scones
- Seasonal Mixed Fruit Display
- Scrambled Eggs
- Breakfast Potatoes
- Choose One:
 - Classic French Toast with Butter and Maple Syrup
 - Buttermilk Pancakes with Butter and Maple Syrup
- Choose Two:
 - Applewood Smoked Bacon
 - Turkey Bacon
 - Pork Sausage Patties
- Full Coffee and Hot Tea Stations
- Bottled Fruit Juices
- Iced Water

Upgrade to Roasted Red Skinned Potatoes

VIP Breakfast Buffet (Minimum of 20 Guests)

- Assorted Mini Danish
- Assorted Mini Muffins and Scones
- Bagels with Cream Cheese & Butter
- Mixed Berry and Yogurt Parfaits with Granola
- Seasonal Mixed Fruit Display
- Scrambled Eggs
- Breakfast Potatoes
- Choose Two:
 - Classic French Toast with Butter and Maple Syrup
 - Buttermilk Pancakes with Butter and Maple Syrup
 - Belgian Waffles with Butter and Maple Syrup
 - Breakfast Fajitas (Egg, Bacon, Cheese, Peppers, and Onions in a Flour Tortilla) with Salsa and Sour Cream
 - Cheese Blintzes with Sliced Strawberries and a Mixed Berry Velouté
 - Assorted Petite Frittata (Spinach & Mushroom, Ham & Cheese, Boursin and Roasted Vegetables, Egg White with Potato, Spinach & Tomato)
- Choose Two:
 - Applewood Smoked Bacon
 - Turkey Bacon
 - Pork Sausage Patties
- Full Coffee and Hot Tea Stations
- Bottled Fruit Juices
- Iced Water

Upgrade to Egg White Frittata with potato, spinach and tomato

Upgrade to Roasted Red Skinned Potatoes

Add Smoked Salmon Platter for Bagels



Lunch

Cold Deli Sandwich Boxed Lunch

- Assorted Condiments
- Fresh Whole Fruit
- Bag of Classic Potato Chips
- Fresh Baked Cookie, Brownie or Marshmallow Rice Treat
- 8-ounce Bottled Water
- Choice of the following:
 - Roast Beef and White Cheddar Cheese with Lettuce and Tomato on Rye Bread
 - Turkey and Provolone Cheese with Lettuce and Tomato on White Bread
 - Virginia Ham and Swiss Cheese with Lettuce and Tomato on Wheat Bread
 - Plain Hummus with Roasted Red Peppers, Cucumbers and Lettuce on Multigrain Bread

Upgrade to Premium Hot Sandwich Boxed Lunch

- Choice Of:
 - Turkey, Bacon, Avocado and Red Onion Marmalade on a Ciabatta Roll. Side of Roasted Garlic Aioli.
 - Salt Crusted Roast Beef, Pepper-Jack, Lettuce, Tomato and Shaved Red Onion on a Baguette. Side of Horseradish-Mayonnaise.
 - Grilled Vegetable Panini with Garlic-Herb Boursin Cheese and Baby Spinach on Hearty Multigrain Bread

Salad Boxed Lunch

- Salad Dressings
- Fresh Whole Fruit
- Fresh Baked Cookie, Brownie or Marshmallow Rice Treat
- 8-ounce Bottled Water
- Choice of:
 - Grilled Chicken Caesar Salad with Croutons, Parmesan Cheese and Romaine Lettuce
 - Chef Salad with Ham, Turkey, Roast Beef, Swiss Cheese and Field Greens
 - Cobb Salad with Tomatoes, Bacon, Sliced Eggs, Bleu Cheese Crumbles and Field Greens

Deli Wrap Boxed Lunch

- Fresh Whole Fruit
- Bag of Gourmet Potato Chips
- Fresh Baked Cookie, Brownie or Marshmallow Rice Treat
- 8-ounce Bottled Water
- Choice of:
 - Grilled Chicken Caesar Wrap with Parmesan Cheese and Romaine Lettuce
 - Roast Beef and Cheddar with Lettuce and Tomato
 - Turkey and Provolone with Lettuce and Tomato
 - Ham and Swiss with Lettuce and Tomato
 - Classic Hummus with Roasted Red Pepper, Cucumber and Lettuce

Substitute Gluten Free Bread in any boxed lunch

Substitute 20oz Bottle Sodas for Bottled Water

Substitute 15oz Naked Juices for Bottled Water

Substitute Fruit cup, Mixed Berry & Yogurt Parfait or

Yogurt and Granola Cup for Fresh Fruit, Bagged Chips

or Fresh Baked Cookie, Brownie or Marshmallow Rice Treat

Soup and Salad Lunch Buffet (Minimum of 20 Guests)

- Dinner Rolls with Butter
- Crackers and Oyster Crackers
- Full Coffee and Hot Tea Stations
- Iced Water, Iced Tea and Lemonade
- Choose Two:
 - Tomato Bisque
 - Hearty Chicken Noodle
 - Italian Wedding
 - New England Clam Chowder
 - Minestrone
 - Beef with Barley and Vegetable
 - Cheesy Chicken Tortellini
 - Roasted Butternut Squash Bisque
- Salad Bar and a Selection of Toppings: *(Some toppings may not be available at all times)*
 - Field Greens
 - Romain Lettuce
 - Sliced Cucumber
 - Shredded Carrot
 - Shaved Red Onion
 - Shaved Romano
 - Diced Bell Pepper
 - Cherry Tomatoes
 - Sliced Mushrooms
 - Croutons
 - Sunflower Seeds
 - Dried Cranberries
 - Sliced Black Olives

Add Grilled Chicken, Tuna Salad and Egg Salad to the Salad Bar
Substitute One Soup for Chili con Carne and Toppings Bar
Upgrade to Two Soups AND Chili con Carne and Toppings Bar



Hot Lunch and Dinner Buffet (Minimum of 20 Guests)

- Dinner Rolls with Butter
- Full Coffee and Hot Tea Stations
- Iced Water, Iced Tea and Lemonade
- Choose One:
 - Garden Salad with Field Greens, Cherry Tomatoes, Cucumbers, Black Olives, Carrots and Croutons with Two Dressings
 - Caesar Salad with Romaine Lettuce, Shaved Romano, Croutons and Classic Caesar Dressing
- Includes Chef's Choice of Vegetarian Entree
- Hot Entrees
 - Shrimp and Penne in a Lemon, Garlic and Herb Scampi
 - Farfalle Pasta with Roasted Vegetables, Mushrooms and Garlic Oil
 - Salt Crusted Sliced Beef with Roasted Onions and Mushrooms, Beef Demi Sauce
 - Chicken Milanese with a Garlic and Herb Veloutes
 - Tortellini with Marinara or Alfredo and Green Peas
 - Sliced Pork Loin with Hunter Sauce
 - Mongolian Style Beef and Scallions with White Rice
 - Chicken and Wild Mushroom Marsala
 - Grilled Chicken Bruschetta
 - Italian Style Baked Scrod
 - Citrus Baked Salmon with White wine and Orange sauce
- Choose Two Sides:
 - Tuscan Greens and Beans
 - Grilled Asparagus with Shaved Romano Cheese
 - Mixed Vegetable Medley with Tarragon and Olive Oil
 - Roasted Brussel Sprouts with bacon, dried cranberries and toasted walnuts
 - Honey-Bourbon Glazed Baby Carrots
 - Garden Rice Pilaf
 - Au Gratin Potatoes
 - Roasted Red Skinned Potatoes
 - Baked Potatoes
 - Roasted Garlic Fingerling Mashed Potatoes
- Choose One Dessert
 - Strawberry Shortcake Layer Cake
 - Tuxedo Mousse Layer Cake
 - New York Cheesecake with Berry Compote
 - Assorted Fresh Baked Cookies





Lunch Sandwich Buffet

- Full Coffee and Hot Tea Stations
- Iced Water, Iced Tea and Lemonade
- Choose Two Breads:
 - White Panini
 - Multigrain
 - Wheat
 - Marble Rye
 - Hard Roll
 - Brioche Bun
 - Focaccia
 - Ciabatta Roll
 - White Hoagie Roll
 - Assorted Flavored Wraps
- Choose Three Fillings:
 - Roast Beef and Cheddar with Lettuce and Tomato
 - Turkey and Provolone with Lettuce and Tomato
 - Honey Ham and Swiss with Lettuce and Tomato
 - Classic Hummus with Roasted Red Pepper, Cucumber and Lettuce
 - Grilled Chicken Caesar Wrap with Parmesan Cheese and Romaine Lettuce
 - Tuna Salad with Lettuce
 - Egg Salad with Lettuce
 - Chicken Salad with Lettuce
- Choose Two Sides:
 - Garden Salad
 - Caesar Salad
 - Coleslaw
 - Pasta Salad
 - Potato Salad
 - Fruit Salad
 - Rice Salad
 - Kale & Quinoa Salad
- Choose One Dessert:
 - Brownie Tray
 - Cookie Tray
 - Dessert Bar Tray
 - Mix Dessert Tray

Upgrade to A Premium Hot Sandwich

- Choose Up To Three *(Each choice replaces one from above)*:
 - Turkey, Bacon, Avocado and Red Onion Marmalade on a Ciabatta Roll. Side of Roasted Garlic Aioli.
 - Salt Crusted Roast Beef, Pepper-Jack, Lettuce, Tomato and Shaved Red Onion on a Baguette. Side of Horseradish-Mayonnaise.
 - Grilled Vegetable Panini with Garlic-Herb Boursin Cheese and Baby Spinach on Hearty Multigrain Bread

JR's Pro Catering Cocktail Hour

The items listed below are a sampling. If you do not see an item you like, or have a special request, we would be happy to accommodate. *Minimum of 25 people*

Includes:

- Seasonal Mixed Fruit Display
- Domestic and Imported Cheese Board
- Seasonal Crudit  and Assorted Dips
- Choice of 3 hot or cold Hors d'Oeuvres from the lists below

Hot Hors d'Oeuvres

- | | |
|------------------------------------|------------------------------------|
| ○ Mini Crab Cakes* | ○ Mini Shrimp Nicole* |
| ○ Sesame Chicken Skewers | ○ Vegetable Springs Rolls |
| ○ Assorted Mini Quiche | ○ Chicken and Boursin Tartlets* |
| ○ Mini Beef Wellington* | ○ Chicken Cordon Bleu Bites |
| ○ Pretzel Wrapped Cocktail Franks* | ○ Bang-Bang Shrimp Bites |
| ○ Spinach and Feta Spanakopita | ○ Coconut Shrimp |
| ○ Cocktail Franks en Crou  | ○ Bang-Bang Chicken Bites |
| ○ Bacon Wrapped Scallops* | ○ Chicken Tenders |
| ○ Asiago and Asparagus Puffs* | ○ Meatballs |
| | (Swedish/Italian/Sweet & Sour/BBQ) |

Cold Hors d'Oeuvres

- | | |
|--|---|
| ○ Tomato Bruschetta with Crostini | ○ Flavored Hummus and Flat Breads |
| ○ Beef Tenderloin Crostini w/ Horseradish Cream* | ○ Antipasto Skewers |
| ○ Jumbo Shrimp Cocktail* | ○ Fruit Skewers |
| ○ Tuscan White Bean Spread w/ Flat Breads | ○ Roasted Vegetable and Boursin Pinwheels |
| ○ Sushi Platter* | ○ Cranberry Chicken Tartlets* |
| | ○ Turkey & Cheddar Pinwheels |

A la Carte Cocktail Hour

Fresh Fruit Platter

- For 25 Guests
- For 50 Guests
- For 100 Guests

Cheese Boards

- For 25 Guests
- For 50 Guests
- For 100 Guests

Crudit  and Dips

- For 25 Guests
- For 50 Guests
- For 100 Guests



Policies

Welcome to JR's Pro Catering by JR Proprietors! Our mission is to provide you with the highest level of quality, impeccable service and a cutting-edge culinary experience. Our professional staff is available to assist in planning your special event Monday - Friday 9:00am - 3:00pm. Please contact our Executive Chef at 518-992-2112 or by email at JRProprietors@gmail.com for customized service and menus.

The Ordering Process

To ensure optimal selection and the best possible service we kindly ask that events be booked at least 7 business days in advance. We understand events arise unexpectedly and we will do our best to accommodate your needs. Late orders will be accommodated to the best of our abilities on a case by case basis and may include rush charges as follows:

Greater than 48 Hours Prior, No rush charges
24-48 Hours prior, 40% of the food & beverage bill
Less than 24 Hours prior, 60% of the food & beverage bill

Delivery of all orders off campus or to locations other than the NFS Rotunda, CSTM Rotunda and Zen Rotunda incur a delivery charge.

Specialty items requiring local pick-up are subject to a service charge *per location*.

Guest Counts

We kindly request a confirmed number of guests be specified 3 business days prior to the event. This number is considered the guaranteed guest count. Clients will be charged for either the guaranteed guest count or the actual guest count, whichever number is greater. Changes in guest counts after confirmation, or after the 3-business day window, may result in rush charges.

Event Time

Events are billed in 4-hour increments. Events exceeding the 4-hour limit will be subject to additional service fees. This is to include an hour for set up, two hours of event run time, and one hour for break down. Catered events on weekends are subject to a minimum order of 25 in food and beverage. Weekends are defined by any bookings after 3:00PM Fridays and All Day Saturdays and Sundays.

Cancellation

We kindly request that cancellations be made 3 business days prior to the event date. Some cancellations may be subject to billing fees as follows:

Outdoor Events

An additional set up charge may be applied to events taking place outdoors.

JR's Pro Catering is not responsible for providing set up or removal of equipment, tables. For questions about setup or removal or to make a request for set up or removal please contact Joe Russo at 518-688-2031.

JR's Pro Catering is not responsible for personal belongings left in public areas.

Clients will be billed replacement costs for missing or damaged catering equipment or supplies.

Booking and Payment

A quote will be provided for each event request. This will include the cost of the event package but may not include any applicable tax, service fees, late charges or other changes that may arise between the date on the quote and the date of the event.

A signed contract is required to secure your event date and time. We kindly ask that all contracts be completed and returned no later than 7 days before your event to avoid any additional fees or scheduling conflicts.

A complete invoice will be available on the day of your event. To avoid late payment fees, payment in full is due by the end of your event. The invoice will include all applicable charges for your event and may differ from your contract/quote according to the above policies.



Cancellations made greater than three business days prior to the event will not be charged
Cancellations made less than three business days prior to the event date, 50 % of the total bill.
Cancellations made less than two business days prior to the event date, 75 % of the total bill.

Please note that extreme and inclement weather cancellations are excluded. This occurs only when the University is closed due to inclement weather.

China and Silver Service

We provide high quality disposable Plasticware and Silverware for all events. Pick up orders are limited to paper and plasticware. China and Silver Service is available for an additional charge of \$6.50 per guest.

Linen

Standard Linen Tablecloths will be provided for all food and beverage buffet tables. These are at no cost to our guests. All other linen will be an additional cost per tablecloth & per napkin. These would include any check-in or Registration tables, Literature tables, Stage tables and Guest Seating tables.

Catering Production Charge

Twenty percent of the food and beverage bill will be charged to all catered events for Catering Production. The Catering Production Charge is waived for Pick-Up only events.

The above Catering Production Charge is for administration of the function and is not purported to be a tip or gratuity and will not be distributed as tip or gratuity to the employees who provide service to the guests. It covers the cost of staffing, standard delivery, setup, service, breakdown and clean up for your event.

Buffet Service

Standard buffet service is 1 server per every 50 guests for 4 hours of service. Four hours of service is defined by 1 hour for preset, 2 hours of event time, and 1 hour for breakdown. Any additional hours applied to the event time is subject to a charge per hour per server. JR's Pro Catering will not discount any parties less than 4 hours.

Hot buffet service is limited to a minimum of 25 guests.

Food Safety

Food safety and sanitation is a top priority for us. Any unused food remains the property of JR's Pro Catering and cannot be removed from an event in accordance with state health regulations. All condiments and disposables also remain the property of JR's Pro Catering.

Consuming raw or undercooked meats, poultry, seafood, shellfish, or eggs may increase your risk of foodborne illness.

Tax Exempt

We request tax-exempt forms be emailed to our office three business days prior to the event. Form should be sent to JRProprietors@gmail.com. We cannot remove tax after the event.

Special Diets

Special diets will be accommodated upon request. We kindly request that your needs be submitted in writing 5 business days in advance.

Alcohol

State liquor law requires all alcoholic beverages to be purchased and served by JR's Pro Catering or its contracted supplier. Alcoholic beverages may not be brought in or removed from the premises. Adherence to all CNSE alcohol policies and procedures will be strictly enforced.