

ARBOR DAY FARM  
**BANQUET MENU**  
— COLLECTION —

Arbor Day Farm is a special place where community and nature come together. Spanning 260 acres of beautiful, peaceful landscapes, it's home to the Arbor Day Foundation's mission of inspiring people to plant, nurture, and celebrate trees. When you visit, you're not just exploring the wonders of nature, you're also helping support the Arbor Day Foundation's important work around the world. Trees have a unique way of connecting us all, and your visit helps spread that connection far and wide.

→ TO LEARN MORE, VISIT [ARBORDAY.ORG](https://arborday.org).





— FEATURED —

## BRAISED SHORT RIBS

Tender and slow cooked to perfection, this short rib is comforting and infused with depth. It is served with a rich beef reduction, accompanied by a medley of braising vegetables.

— CREATIVITY, SOPHISTICATION, AND COMFORT —

## IN EVERY BITE

With bold, yet approachable dishes that push the boundaries of traditional flavors, Arbor Day Farm offers an exciting and memorable culinary experience to each and every one of our guests – whether you're visiting for the day or planning an extended stay. All dishes are crafted with sustainable ingredients that are grown and cultivated in ways that minimize environmental impact and promote ethical practices. They reflect a commitment to balance, so you can expect rich, comforting flavors with a modern twist. And the best part of this world-class experience is, you're helping support the Arbor Day Foundation's mission to plant more trees around the world.

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Cold and hot hors d'oeuvres, with vegetarian selections

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### FROM THE BAR

Curated premium and elite bar options



GARRETT KASPER  
Executive Chef



“

It's real, thoughtful food,  
while respecting the process  
and ingredients.”

### THE INSPIRATION BEHIND THE MENU

Nothing is off the table for Chef Kasper. His approach to this menu is one of pure excitement, and that's evident in every dish. Having worked for a James Beard chef during culinary school, as well as working in Forbes 5-star and AAA-rated dining restaurants for years after, Chef Kasper is no stranger to fine dining. It's this experience, as well as a deep-rooted love of food, that allows him to provide a taste of comfort with a touch of sophistication.

It's Chef Kasper's belief that food should be elevated and presented with great service. He has an innate appreciation for the craft and focuses on solid culinary fundamentals and techniques. Every dish he makes is entirely original, and his flavor profiles are unmatched. He is also passionate about creating fine plates with sustainable ingredients and leads with a strong emphasis on reducing waste.

With vision and values at the helm, Chef Kasper truly creates a memorable and enjoyable experience for each of his guests.

SARA WIEBOLD  
Beverage Manager  
& Certified Sommelier



Since 2017, Sara Wiebold has been a Certified Sommelier through the Court of Master Sommeliers. Today, she shares her extensive wine knowledge with guests and staff at Arbor Day Farm, curating a diverse and high-quality selection of wines, spirits, and more. With a passion for wine, Sara offers expert advice and personalized recommendations to enhance the wine experience for enthusiasts of all levels. Her commitment to education and customer service is complemented by a deep understanding of the industry, gained through formal training and hands-on experience. Sara is dedicated to helping others explore and appreciate the world of wine. She is also a member of the Nebraska Wine Grape Growers Association Education Committee.



# BEVERAGES & SNACKS

## BEVERAGES

Arbor Day Coffee: Regular and Decaf.....	\$52 per gallon
Arbor Day Farm Apple Cider.....	\$38 per gallon
Brewed Iced Tea with Lemon.....	\$25 per gallon
Teatulia Organic Hot Tea Assortment.....	\$26 per gallon
All-Natural Lemonade.....	\$32 per gallon
Hot Chocolate.....	\$35 per gallon
Assorted Fruit Juices: Apple, Cranberry, Orange.....	\$15 per carafe
2% Milk.....	\$15 per carafe
Dasani Bottled Water.....	\$4 per bottle
Coca-Cola Products.....	\$4 per can
Monster Energy Drink: Original, Ultra Zero White, Red.....	\$6 per can
Celsius Sparkling Energy Drink: Assorted Flavors.....	\$8 per can
All-Day Coffee Service <i>up to 8 hours</i> .....	\$17 per person
Half-Day Coffee Service <i>up to 4 hours</i> .....	\$11 per person

## BAKED GOODS, SNACKS, FRUIT (gluten free, dairy free, vegan options available upon request)

Assorted Breakfast Breads.....	\$28 per dozen
Bagels with Cream Cheese and Butter.....	\$33 per dozen
Assorted Muffins.....	\$28 per dozen
Freshly Baked Assorted Cookies.....	\$28 per dozen
House-Made Chocolate and Turtle Brownies.....	\$32 per dozen
Gourmet Dessert Bars.....	\$32 per dozen
Granola Bars.....	\$32 per dozen
Seasonal Whole Fruit.....	\$3 each
Seasonal Fruit Cups.....	\$6 each
Packaged Snacks.....	\$4 each

## BUILD-YOUR-OWN PARFAIT..... \$12 per person

Yogurt, granola, assorted fruit toppings

## BREAK OPTIONS

### Health Break..... \$16 per person

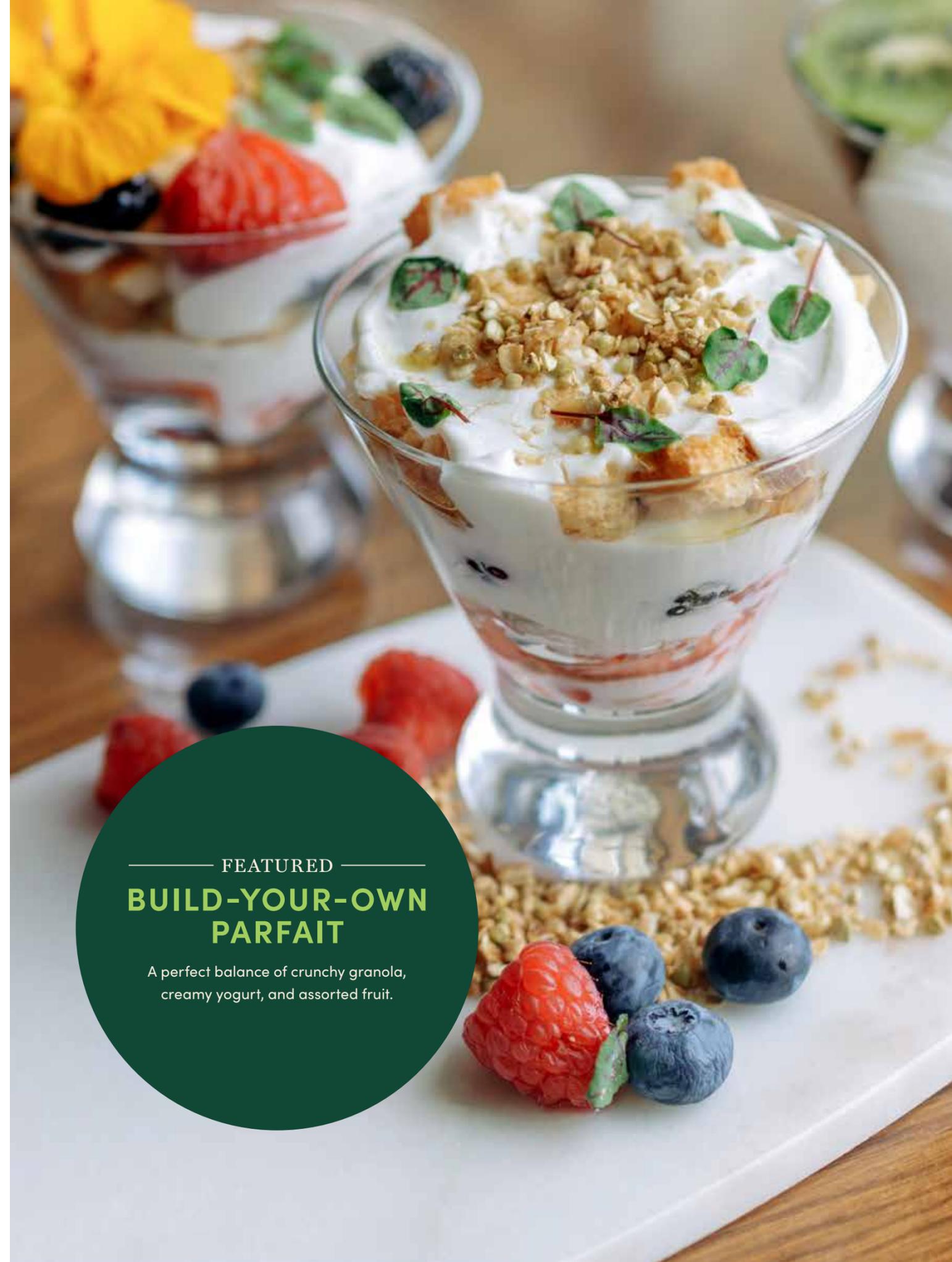
Granola bars, seasonal fruit display, hummus with pita bread

### Beignet Break..... \$8 per person

Foraged berry compote, spruce lemon curd, apple butter, chamomile maple glaze

### Popcorn Break..... \$7 per person

House-popped and individually bagged



— FEATURED —  
**BUILD-YOUR-OWN  
 PARFAIT**

A perfect balance of crunchy granola,  
 creamy yogurt, and assorted fruit.

— FEATURED —  
**FRESH BEIGNETS**  
 This traditional New Orleans pastry is made fresh in-house and served with foraged berry compote, spruce lemon curd, apple butter, and chamomile maple glaze.



## BREAKFAST

*All breakfasts include Arbor Day Coffee and orange juice*

<b>BUILD-YOUR-OWN BREAKFAST</b> .....	\$8 per person
Eggs (2 eggs per person): Scrambled Whole Eggs, Scrambled Egg Whites.....	+\$2 per person
Farm Frittata: Seasonal Vegetables, Whole Eggs or Egg Whites, Chèvre Cheese (gf, v).....	+\$5 per person
Breakfast Potatoes (gf, v).....	+\$2 per person
Corned Beef Hash (gf).....	+\$7 per person
Fruit (4oz per person or 1 piece): Diced Fruit Bowl or Seasonal Whole Fruits.....	+\$4 per person
Fruit Display: Served with Sweetened Crème Fraîche and Mint.....	+\$9 per person

### Proteins (2 per person)

Sausage Links (df, gf).....	+\$4 per person
Bacon.....	+\$4 per person
Homemade Pork Sausage Patty (df, gf).....	+\$6 per person
Homemade Chicken and Duck Sausage Patty (df, gf).....	+\$6 per person

### Bread (1 per person)

Breakfast Bread.....	+\$3 per person
Danish.....	+\$3 per person
Pancakes (2 per person).....	+\$3 per person
Beignet: Foraged Berry Compote, Spruce Lemon Curd, Apple Butter, Chamomile Maple Glaze.....	+\$5 per person
Biscuits with Real Sausage Gravy.....	+\$5 per person
French Toast: Foraged Berry Syrup.....	+\$5 per person

### BREAKFAST BUFFETS

<b>Continental</b> (gf, veg).....	\$18 per person
Diced fruit, yogurt cups, oatmeal, foraged berry compote, assorted breads	

<b>Sunday Best</b> .....	\$20 per person
Scrambled eggs, sausage links, breakfast potatoes, diced fruit, biscuits	

<b>Gourmet Spread</b> .....	\$26 per person
Scallion and truffle scrambled eggs, corned beef hash or biscuits and real sausage gravy, French toast with foraged berry syrup, diced fruit with sweetened crème fraîche	

<b>Pescetarian</b> .....	\$28 per person
Scallion and truffle scrambled eggs, breakfast potatoes, assorted bagels, French toast with foraged berry syrup, smoked side of salmon with accompaniments, diced fruit with sweetened crème fraîche	

<b>Vegetarian or Vegan</b> .....	\$26 per person
Whole-egg, egg-white or tofu frittata, oatmeal with foraged berry compote, pancakes, breakfast potatoes, diced fruit, yogurt cup	



# LUNCH

All lunches come with Arbor Day Coffee and brewed iced tea

## Kasper's Club

House smoked turkey, roasted pork belly, tomato chutney, baby mustard greens, balsamic reduction, lemon aioli, pickled onions, house-baked herbed focaccia bun

## Earth Bowl

Whole grains and legumes, avocado, tomato chutney, roasted sweet potatoes, pearl onions, kale mix, organic chicken thigh, creamy lemon, and hemp seed dressing

## Vegan Wrap

Gluten-free chickpea and quinoa wrap, roasted squash and cauliflower, bean and quinoa salad, kale mix, vegan lemon aioli

## BOXED LUNCHES..... \$26 per person

Choice of Kasper's Club, Earth Bowl, or Vegan Wrap with house potato chips, gluten-free granola parfait, Dasani bottled water

## MIX-AND-MATCH LUNCHES

Choice of protein, side, and salad or soup

### Protein

- Pesto Sautéed Shrimp (gf)..... \$32 per person
- Tarragon and Mustard Pork Roast (df, gf)..... \$30 per person
- Dill and Garlic Roasted Side of Salmon (df, gf)..... \$30 per person
- Jerk Chicken Thigh with Spicy Mint Glaze (df, gf)..... \$28 per person
- Indian-Spiced Lamb and Beef Meatballs (df, gf)..... \$28 per person

### Sides ..... \$6 per person

- Saffron Steamed Rice and Peas with Roasted Vegetables (gf, v)
- Creamy Orzo with Parmesan and Lemon Asparagus (veg)
- Italian Bean Cassoulet with Roasted Cremini Mushrooms (gf, veg)
- Seasoned Fingerling Potatoes with Roasted Brussels Sprouts (gf, veg)
- Penne Pasta in a Kale Cream Sauce with Roasted Marinated Artichoke, Tomato, and Eggplant (veg)

### Salad ..... \$6 per person

- Pasta Salad (veg)
- Romaine Salad (gf)
- Garden Salad (gf)

### Seasonal Soup (gf, veg)..... \$6 per person



## — CURATED — LUNCH BUFFETS

### Afternoon Special (veg)..... \$28 per person

Seasonal soup, choice of salad, flatbread

### The Cookout..... \$34 per person

Nebraska wagyu burger with lettuce, tomato, onion, and pickle, beer-braised bratwurst with onions, choice of deviled-egg salad, potato salad, or pasta salad, stewed beans or roasted creamed corn, house potato chips  
*Optional: Vanilla iced sheet cake with berries +\$8 per person*

### Deli Delight..... \$32 per person

Choice of smoked turkey, roast beef, or ham sandwiches with lettuce, tomato, onion, and mayo and mustard on the side, choice of deviled-egg salad, potato salad, or pasta salad, house potato chips  
*Optional: Brownies +\$8 per person*

### Garden Fresh (veg)..... \$30 per person

Chopped romaine and lettuce mix, tomato, carrot, marinated olives, chopped hard boiled eggs, pickled onions, cucumbers, croutons, cheese, radish, blueberry pickled beets, with choice of pasta salad or potato salad  
*Optional: Fruit display served with sweetened crème fraîche and mint +\$8 per person*

**Homemade Dressings:** Creamy Green Garden, Vinaigrette, House Seasonal, Blue Cheese  
**Choice of 2 Cheeses:** Feta, Blue Cheese Crumble, Grated Parmesan, Cheddar, Mozzarella  
**Add Protein:** Marinated Shrimp, Roasted Chicken, Grilled Steak, Tofu +\$10 per person

— FEATURED —

## TARRAGON AND MUSTARD PORK ROAST

Indulge in the rich flavors of tender pork roast infused with the subtle sweetness of fresh tarragon and the tangy zest of mustard. Together, it's a truly sophisticated culinary experience.



# DINNER

All dinners include Arbor Day Coffee

## BUILD-YOUR-OWN BUFFET OR PLATED DINNER

**Protein (5oz per person) | \$38**

**Add a Second Protein: +\$16 per person**

Braised Short Ribs (df, gf)  
Beef reduction and braising vegetables

Seared Swordfish (gf)  
Grapefruit beurre blanc and chicory

Roasted Sakura Pork (gf)  
Szechuan and orange, natural jus

Roasted Nebraska Wagyu (df, gf)  
Horseradish and herb roasted, mushroom jus

Organic Boneless Chicken Thighs (gf)  
Truffle velouté and roasted cremini mushrooms

Roasted Domestic Leg of Lamb (df, gf)  
Mint chermoula

**Starch | +\$5 per person**

Vadouvan steamed white rice with scallions (df, gf)

Seasoned roasted new potatoes (df, gf)

European butter-mounted Yukon Gold potatoes (gf)

Meyer lemon and parmesan risotto (gf)

Quinoa and lentils with sweet potatoes and spinach (df, gf)

**Vegetable | +\$5 per person**

Roasted vegetables (df, gf)

Cauliflower au gratin (df, gf)

Sautéed haricot vert (df, gf)

Sumac roasted baby carrot (df, gf)

Blistered Brussels sprouts with lardon and onion (df, gf)

Basil and mint buttered English peas (gf, v)

# CURATED DINNER BUFFETS

**Nebraska Steakhouse..... \$55 per person**

Nebraska wagyu, loaded baked new potatoes, truffle mac and cheese,

Brussels sprouts or asparagus, steak house salad, sweet rolls

*Optional: Seasonal pound cake with sweet cream +\$8 per person*

**Porter's Smoke House..... \$49 per person**

Smoked brisket or pork with barbecue sauce, mac and cheese, pimento creamed corn,

baked beans or green beans, potato salad or garden salad, Texas toast or sweet rolls

*Optional: Seasonal crisp +\$8 per person*

**Little Italy..... \$46 per person**

Italian sausage baked penne pasta, roasted chicken breast with truffle alfredo,

sundried tomatoes and pesto white bean cassoulet, seasonal rustic ratatouille,

focaccia, romaine lettuce with feta, olives, and tomatoes

*Optional: Blood orange and ricotta semolina cake with vanilla bean cream +\$8 per person*

**Fiesta Feast..... \$42 per person**

Chicken al pastor, pork carnitas, or beef barbacoa, stewed beans,

annatto steamed rice, red pepper and lime roasted creamed corn,

romaine with tomatoes, cucumbers, and pickled okra

*Optional: Tres Leches Fresa con crema +\$8 per person*

**The Cookout..... \$36 per person**

Nebraska wagyu burgers with lettuce, tomatoes, onions, and pickles,

beer-braised bratwurst with onions, choice of deviled-egg salad, potato salad

or pasta salad, stewed beans or roasted creamed corn, house potato chips

*Optional: Vanilla iced sheet cake with berries +\$8 per person*

**Garden Fresh..... \$34 per person**

Chopped romaine and lettuce mix, tomatoes, carrots, marinated olives,

chopped hard-boiled eggs, pickled onions, cucumbers, croutons,

pasta salad or potato salad, cheese, radish, blueberry pickled beets

*Optional: Fruit salad with honey and mint +\$8 per person*

**Homemade Dressings:** Creamy Green Garden, Vinaigrette, House Seasonal, Blue Cheese

**Choice of 2 Cheeses:** Feta, Blue Cheese Crumble, Grated Parmesan, Cheddar, Mozzarella

**Add Protein:** Marinated Shrimp, Roasted Chicken, Grilled Steak, Tofu +\$10 per person



# SELF-SERVICE FOOD STATIONS

25-person minimum, up to 90 minutes



**Mac and Cheese Bar**.....\$35 per person

Cheese (choose one): Green chili queso, traditional American  
 Proteins (choose up to two): Chicken, pork, chorizo, beef  
 Toppings (choose up to three): Shredded cheese, jalapeños, chive cream cheese, caramelized onions, chicharrónes, tomatoes

**Bánh Mì Bar**.....\$35 per person

Braised beef, sliced pork, pâté, cilantro, lettuce, pickled vegetables, jalapeño aioli

**Street Taco Bar (gf)**.....\$35 per person

Protein (choose two): Chicken al pastor, pork carnitas, beef barbacoa  
 Condiments: Corn salsa, salsa Roja, pickled onions, cotija cheese, jalapeños, authentic hot sauce, street corn tortillas

**Baked Potato Bar (gf)**.....\$35 per person

Shredded beef, cheddar cheese, scallions, butter, sour cream, pork lardons, broccoli and cheese sauce, fried onions

**Ramen Bar (df)**.....\$35 per person

Broth (choose one): Miso, pork  
 Accompaniments: Sliced pork, tofu, marinated mushrooms, eggs, steamed vegetables, noodles, chili garlic oil, eggplant

**Flatbread Bar**.....\$35 per person

Toppings (choose up to six): Parmesan, mozzarella, olives, fresh tomatoes, confit garlic, red onions, fresh basil, preserved peppers, marinara, truffle alfredo, watercress, caper-cured smoked trout, dry-cured ham, ground Italian pork sausage, pesto chicken

— FEATURED —  
**BÁNH MÌ BAR**  
 One of Chef Kasper's favorite menu items, the Bánh Mì, is inspired by the fusion of Vietnamese and French cuisines. It includes a selection of braised beef, sliced pork, pâté, cilantro, lettuce, pickled vegetables, and jalapeño aioli.



— FEATURED —  
**PORK BELLY BAO**  
 This succulent braised pork belly is nestled within soft, pillowy steamed buns. The pork is slow cooked to perfection and is served with a caramelized glaze made of soy sauce, ginger, and spices.



## HORS D'OEUVRES

### COLD HORS D'OEUVRES

Smoked Salmon Dip.....	\$195 per 50 pieces
Deviled Egg Finger Sandwiches with Truffle Caviar.....	\$195 per 50 pieces
Lamb Gyros.....	\$195 per 50 pieces
Pork Pâté (gf) .....	\$175 per 50 pieces

### COLD VEGETARIAN HORS D'OEUVRES

Eggplant Gyros.....	\$165 per 50 pieces
Seasonal Ricotta and Vegetable Crostini.....	\$160 per 50 pieces
Deviled Egg Finger Sandwiches.....	\$150 per 50 pieces
Seasonal Vegetable Dip.....	\$120 per 50 pieces

### HOT HORS D'OEUVRES

Indian-Spiced Beef and Lamb Meatballs (df, gf).....	\$195 per 50 pieces
Barbecue Beef Sliders.....	\$195 per 50 pieces
Pork Belly Bao (df).....	\$195 per 50 pieces
Smoked Salmon Flatbreads.....	\$195 per 50 pieces
Mini Pork Carnitas Quesadillas.....	\$175 per 50 pieces
Jerk Chicken Wings (df, gf).....	\$150 per 50 pieces

### HOT VEGETARIAN HORS D'OEUVRES

Arancini (gf).....	\$165 per 50 pieces
Smoked Mushroom Flatbreads.....	\$165 per 50 pieces
Sweet Potato and Black Bean Quesadillas.....	\$165 per 50 pieces
Miso Eggplant Bao (df) .....	\$165 per 50 pieces
Cassoulet Fritters (df) .....	\$165 per 50 pieces
Baked Ricotta Dip.....	\$165 per 50 pieces



# FROM THE BAR



## BAR PACKAGES

§800 bar minimum | Includes server

### Beer, Wine, and Soda Bar

§18 per person *for first hour*

§8 per person *for each additional hour*

### Premium Bar

§20 per person *for first hour*

§14 per person *for each additional hour*

### Elite Bar

§22 per person *for first hour*

§14 per person *for each additional hour*

## ON-CONSUMPTION PACKAGES

§800 bar minimum | Includes server

*Priced per drink*

Spirits | §8

Wine by the Glass | §10

Domestic Bottled Beer | §6

Import and Craft Bottled Beer | §8

Coca-Cola Products | §4

Dasani Bottled Water | §4

## SIGNATURE COCKTAILS

### Classics

Arbor Day Farm Old Fashioned

Timbers Manhattan

Dirty Chai Martini

Cider Mule

Sazerac

### Seasonals

Available Upon Request

### Mocktails

Rustic Maple Old Fashioned

Thyme Change

Mint Orchard Fizz

## ADD-ONS

### Kegs

Available upon request

Prices vary per brand and keg size

### Wine

Additional wines available upon request

through our award-winning wine list

Subject to availability

**Bonfire S'mores Kit** | §10 per person

Hershey bar, graham crackers, marshmallows

## CURATED BAR MENU

### PREMIUM

**Spirits** | §8

Tito's Vodka

New Amsterdam Gin

Bacardi Rum

Admiral Nelson Rum

El Jimador Tequila

Evan William Whiskey

Dewars Scotch

**Domestic Beer** | §6

Budweiser

Busch Light

Coors Lights

Michelob Ultra

**Import & Craft Beer** | §8

Corona

Boulevard Wheat

Fairy Nectar IPA

High Noon Seltzers

**Wine** | §10

Chateau Souverain

Cabernet

Pinot Noir

Chardonnay

Sauvignon Blanc

### ELITE

**Spirits** | §10

Kettle One Vodka

Roku Gin

Flor de Cana Rum

Captain Morgan Spiced Rum

Altos Olmeca Tequila

Four Roses Whiskey

Jameson Scotch

**Domestic Beer** | §6

Budweiser

Busch Light

Coors Lights

Michelob Ultra

**Import & Craft Beer** | §8

Corona

Boulevard Wheat

Fairy Nectar IPA

High Noon Seltzers

**Wine** | §12

Edna Valley

Cabernet

Pinot Noir

Chardonnay

Pinot Grigio

*Priced per drink*

# EVENT & CATERING GUIDELINES

## ALCOHOL SERVICE

Arbor Day Farm offers a complete selection of beverages to complement your Client. Please note that alcoholic beverage sales and services are regulated by the State of Nebraska; Arbor Day Farm, as a licensee, must follow these regulations. Therefore, ALL liquor, wine or beer served on Arbor Day Farm premises must be provided by Arbor Day Farm and dispensed by our staff.

No alcohol may be brought into event spaces or public areas. Alcohol services will be provided to guests at least 21 years of age who show a valid government-issued photo ID. Arbor Day Farm reserves the right to refuse service to any individual who appears to be impaired or intoxicated. Bartenders are not allowed to serve alcoholic shots at any time.

## BAR TAX AND SERVICE CHARGE

Host bar pricing does not include tax or service charge in bar pricing and will be added to your final invoice. Cash bar pricing is inclusive of tax.

## BAR MINIMUM AND HOURS OF SERVICE

An \$800 per bar minimum is required for a bartender fee to be waived. If the minimum is not met, the difference will be applied to your final invoice. For venues outside of Lied Lodge, an additional \$150 bar set-up fee will apply and will not be waived if a minimum is met.

Bar service will cease 30 minutes prior to the agreed end time of the event. Bar service is limited to the hours of 8:00 a.m.–11:59 p.m. Last call at 11:30 p.m.

## TROLLEY USAGE

Guests are prohibited from bringing alcohol onto the trolley, including coolers, and closed and sealed containers.

## SEASONAL MENU PRICING AND GUARANTEES

Arbor Day Farm reserves the right to make seasonal adjustments to our menu. Generally, menu pricing remains stable throughout the calendar year, except in cases where food costs are impacted by the factors outlined here. These seasonal updates are designed to reflect the availability of locally sourced ingredients and changing market demands, allowing us to provide fresh, high-quality options that align with the season and uphold our brand standards.

## PRICE ADJUSTMENT POLICY

While we strive to keep price adjustments at the typical annual rate of 3–5%, we recognize that unforeseen circumstances may necessitate larger increases. Factors that can contribute to such adjustments include:

- Supply chain disruptions
- Adverse weather conditions affecting ingredient availability
- Significant increases in market prices

Should there be substantial increase due to these reasons, your Event Manager will work with the Chef to provide cost effective alternatives.

## PRICE-LOCKING OPTION

Clients that confirm their catering order at least 60 days in advance can lock in their menu prices, safeguarding against increases for those specific items.

## BANQUET GUARANTEES

A Client's attendance must be specified by 11:00 a.m., 72 business hours (Monday through Friday) prior to the event. This number will be considered a guarantee, not subject to reduction. Arbor Day Farm will set and prepare for 3% above the guaranteed number to a maximum of 12 people. Arbor Day Farm cannot be responsible for service, accommodation, or guaranteeing for the same menu items for more than 3% over the guarantee for events. Client shall be responsible for the guarantee or the actual number of attendees, whichever is greater. If a guarantee is not given to Arbor Day Farm by the specified time, the final guarantee will be the number stated on the original contract.

## PORTION SIZES

When planning your event, please note that portion sizes are established based on industry food standards. These guidelines help ensure that food is provided in adequate amounts without excessive waste.

## STANDARD SERVING SIZES

Salad: 2-3oz per person  
Protein: 4-6oz per person  
Side: 3-5oz per person  
Dessert: 2-3oz per person

## ADJUSTING FOR INCREASED CONSUMPTION

If you anticipate that your attendees may consume more than the standard portion sizes, or if your event has specific needs that necessitate an increase in portion size, please consult with your Event Manager prior to the guarantee due date. They can assist in determining appropriate additional quantities to ensure every guest is satisfied and that sufficient food is available.

## CULINARY SERVICES FOR OUTDOOR AND REMOTE VENUES

Arbor Day Farm provides numerous outdoor locations and venues across the property. There are some items on the menus that are not suitable for these locations due to quality and food safety issues. Your Event Manager will work with you to determine the most appropriate items.

## EVENT SPACE AND SETUP

Details of your event space setup is due 30 days prior to arrival. Changes to the setup of the event space less than 72 business hours prior to the event will be charged a minimum of a \$150 fee. Fee is subject to increase depending on the room size and complexity of the changes. If more than one meeting room set configuration is utilized within a 24-hour period, additional meeting room fees may apply.

## CATERING GUIDELINES

Food purchased from outside caterers, or any food brought to the property, is not permitted in the event spaces.

## OUTSIDE CATERERS

In instances where certified outside caterers receive permission to bring food onto the property, the Caterer is responsible for bringing their own food, chafers, utensils, and service crew. Additionally, they must set up, manage the food service during the event, tear down, and remove any remaining food, leaving the venue in good condition.

## DIETARY ALLERGENS

Menus have been designed to allow the Client to select items that accommodate common dietary preferences,

# EVENT & CATERING GUIDELINES

including dairy-free, gluten-free, vegetarian, and pescatarian options. Please be aware that our facility is not certified as gluten- or nut-free, and we cannot guarantee the absence of cross-contamination that can occur in culinary environments. In cases where specific dietary needs are required for medical reasons, Arbor Day Farm will allow the use of certified off-site caterers.  
*v = vegan, veg = vegetarian, gf = gluten free, df = dairy free*

## RELIGIOUS PREFERENCES

Clients may source specialty meals required for religious reasons from certified outside catering vendors. A service fee of \$15 per meal will apply. To ensure proper arrangements, please inform your Event Manager of these special meal requests at least 30 days in advance.

## LEFTOVER FOOD ITEMS

Due to health regulations and quality concerns, remaining items from any meal period may not be repurposed, boxed for take-home, or served for another event or break.

## SPLIT PLATED MENUS

Multiple entrée choices may be served for group meal events. Your Event Manager will guide the number of splits allowed based on group size and complexity. Split entrées are not available for group sizes less than (25) people. Multiple entrée choices are an additional \$100 per entrée choice with a limit of 2 entrées per meal. Includes vegetarian dishes.

## REQUEST FOR ADDITIONAL BANQUET ATTENDANTS

All chef carvers, station attendants, butler-passed hors d'oeuvres attendants, or requests for additional servers or bartenders beyond Arbor Day Farm standard guidelines are subject to a \$100-per-hour charge for each attendant for a minimum of 1 hour.

All food and beverages, and some services, amenities, and rental items, are subject to a 25% charge. Prevailing tax rate for food, beverage, and alcohol are subject to change.

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

## CHANGES TO AGENDA AND BANQUET EVENT ORDER

Any changes to your schedule of events or details listed in your Banquet Event Order must be communicated directly to the Event Manager to address implications to service and timing in addition to charges that may be incurred.

## BUFFET SERVICE MINIMUM REQUIREMENTS

All buffets require a minimum of 25 guests. Arbor Day Farm will charge up to the minimum for Clients choosing a buffet and who guarantee less than 25 guests.

## MEAL SERVICE TIMES

- Breakfast served from 6 a.m.–11 a.m. CST
- Lunch served from 11 a.m.–3 p.m. CST
- Dinner/Reception served from 3 p.m.–9 p.m. CST
- Buffets are served on a 1-hour service time
- Breaks are based upon 30-minute service time
- An extension in service time is subject to additional fees and may not be suitable for all menu items

## OUTDOOR EVENTS

Based on the forecasted weather from the National Weather Service, a discussion to move to an indoor location will be made 6–24 hours (depending on type of event) prior to the start time of your event. In case of severe weather, which poses a threat to people or property immediately prior to or during your outdoor event, Arbor Day Farm will make an immediate decision to stop the event and move all people to a place of safety. The Client is responsible for reserving back-up venue locations in case of weather. Music at outdoor locations vary according to the venue. Please consult your Event Manager. Outdoor music must follow noise ordinances in play at the date and time of the event.

## EQUIPMENT USAGE AND REMOVAL

Arbor Day Farm does not provide equipment to outside vendors, including DJs and decorators. All vendors are required to supply their own equipment for events. In exceptional circumstances, and at management's discretion, limited equipment may be available for rent based on current availability.

Vendors (including DJs and decorators) are required to remove all their equipment and materials immediately after the event, without exceptions.

## CONTRACTED VENDORS AND EVENT INSURANCE

Vendors engaged by the Client to provide goods and services may be required to sign a liability waiver and furnish a certificate of insurance.

Additionally, Arbor Day Farm recommends that groups obtain event insurance. Depending on the nature and liability associated with certain events, Arbor Day Farm may require the Client to secure liability insurance with Arbor Day Farm listed as an insured party. Proof of this insurance must be submitted prior to the event.

## ROOM ASSIGNMENTS AND SEATING

Client rooms are assigned by Arbor Day Farm according to the anticipated guest count and setup requirements. Arbor Day Farm reserves the right to make room changes to a more suitable room should the initial requirements change.

## SIGNAGE

Arbor Day Farm does not allow affixing anything to walls, doors or ceilings that would leave damage. Pre-approved signage is permitted in the registration area and in a private event area only. Arbor Day Farm reserves the right to approve all signage.



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