



Home Office Catering

Spring 2025

Introduction to NYL catering

Planning an event can be a daunting task, especially when done for the first time. Fortunately, New York Life has dozens of specialized events professionals to assist you.

For those that may yet be unfamiliar with the process, we've compiled some simple suggestions and information below to aid you in planning a successful event. Above all else, please do not hesitate to reach out to us with any questions or concerns. Your satisfaction is our purpose.

Website <https://nyl-nyc.catertrax.com>

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Preplanning

- Its never too early to start planning your event
- Email is the best medium for reaching out to our catering team
- Have an idea of your budget, even if tentative. This will guide the menu selection process and save a lot of time for all parties. You can provide your cost center at a later time but prior to your scheduled event date
- Consider your space and audio-visual needs in advance. Direct inquiries to the Conference Services team at ho_conferencecenter@newyorklife.com

Menu

- Menus are updated quarterly for seasonality. These will be sent out via email, upon request and are made available on the intranet
- There are four tiers of lunch buffet options to fit your budget in addition to a la carte entrée & side options, sandwich platters, snacks, receptions, beverages and breakfasts
- Except under rare circumstances, outside food is not permitted
- Items can be prepared without nuts or gluten. However, our kitchen is not nut or gluten free. Please communicate any severe allergies as soon as possible and consult the Dietary Restrictions section of the Catering policies within this document
- Specialty meals such as Kosher or Halal can be provided with sufficient notice
- It is always recommended to order enough of each individual menu item for all guests in attendance
- For events with alcohol service, there must be substantive food present. This is a requirement of the NY State Liquor Authority
- Self service bars are prohibited. All alcohol must be served by trained and certified bartenders.

Service

- Catertrax is our in-house ordering software
- Follow the web address above. You will need to first create a profile. This profile will maintain a record of your orders and inquiries, push responses to your preferred email and allow you the ability to track communications with the planning team
- All catered events must be initiated by the end user in Catertrax. The NYL Catering Team can add, subtract and amend existing orders once first generated
- You have the freedom to select many of your own services and menu items directly from Catertrax. Our planners will receive notification of your selections and reach out to confirm details
- Once the event order is generated, simply follow the emailed link to review your order totals at any time
- Orders must be input into Catertrax by Thursday for services the following week
- Any large events, those requesting dedicated staffing or ones taking place after regular service hours will be subject to standard labor fees as outlined in the Staffing Guidelines section of the Catering policies within this document



Breakfast

Buffets

Executive Breakfast

Scrambled Eggs, Applewood Smoked Backon, Pork Sausage Links, Home Fried Potatoes, Challah Bread French Toast with Berry Compote & Maple Syrup. Served with Coffee.
Egg Whites or Substitute Available Upon Request

\$22.50 per person

590-1100 calories per serving

Rise & Shine Breakfast

Scrambled Eggs, Choice of Applewood Smoked Bacon or Pork Sausage Links and Home Fried Potatoes
Served with Coffee.

Egg Whites or Substitute Available Upon Request

\$15.25 per person

330-570 calories per serving

Breakfast Sandwich Duo

Your Choice of Two Breakfast Sandwiches Served with Coffee

- Bacon, Egg and American Cheese on Kaiser Roll
- Vegetarian Breakfast Burrito with Eggs, Onions, Bell Peppers, Cheddar Cheese and Salsa on White Wrap
- Egg, Pork Sausage Patty and American Cheese on Biscuit

\$12.50 per person

490-580 calories per serving

Classic Continental ^V

Croissants, Muffins, Mini Bagels, Fresh Seasonal Fruit Platter.
Served with Coffee

\$13.50 per person

300-540 calories per serving

Breakfast Additions

Mini Quiche

Choice of Two Home Made Ambient Mini Quiche

- Broccoli, Bacon & Cheddar
- Spinach & Mushroom
- Yellow & Green Squash with Ricotta

\$4.50 per person

210-280 calories per serving

Seasonal Fruit

Platter ^{Veg MWG}

Cantalope, Honeydew, Pineapple, Grapes and Seasonal Berries

\$55.00 per small platter

serves up to 15 guests

\$95.00 per full platter

serves up to 30 guests

110-160 calories per serving

Breakfast Proteins

Your choice of Pork Sausage Links, Applewood Smoked Bacon or Turkey Bacon
Served by the Half or Full Pan
Vegetarian Substitutes available upon request

\$72.00 per half pan

serves up to 12 guests

\$140.00 per full pan

serves up to 25 guests

40-120 calories per serving

Avocado Toast ^{Veg}

Charred Asparagus, Toasted Pumpkin Seeds, Feta Cheese, Heirloom Radish

\$12.50 per person

290-510 calories per serving

Fruit Cups ^{V MWG}

Cantalope, Honeydew Melon, Grapes, Pineapple, Seasonal Berries

\$4.50 per person

80 calories per serving

\$7.50 per person

all seasonal berries

90 calories per serving

Scrambled Eggs ^{MWG}

Soft Scrambled Cage Free Eggs or Egg Whites Served by the Half or Full Pan

\$40.00 per half pan

serves up to 12 guests

\$75.00 per full pan

serves up to 25 guests

140-170 calories per serving

Hardboiled Eggs ^{MWG}

Cage Free Hardboiled Eggs Served by the Half Dozen

\$7.75 per half dozen

80 calories per serving

Seasonal Yogurt

Parfait ^V

Vanilla Greek Yogurt, Blackberry Compote, Fresh Pineapple

\$4.50 per person

310 calories per serving

Hot Breakfast Cereal ^{Veg}

Choice of Oatmeal or Grits Served with Granola, Raisins & Cinnamon

\$25.00 per serving

serves up to 15 guests

190-270 calories per serving



Breakfast Breads

Ess-A Bagels ^V

Assorted NY Style Bagels Served with Plain, Scallion
& Vegetable Cream Cheeses

\$5.30 per person

280-540 calories per serving

Smoked Salmon Enhancement ^{MWG}

Addition of Smoked Salmon, Capers, Hardboiled
Egg Whites, Egg Yolks, Red Onion & Chives to
Bagel Platter

+\$15.00 per person

180-230 calories per serving

Breakfast Pastry Platter ^V

Assorted Muffins, Croissants, Mini Danish
and Sweet Breakfast Breads

\$7.45 per person

370-500 calories per serving

Mini Bagels ^V

Assorted Mini Bagels Served with Plain Cream Cheese, Butter
and Two Fruit Preserves

\$3.65 per person

240-470 calories per serving

Sweet Breakfast Breads ^V

Delectable Lemon, Banana Nut and Marble Breakfast Breads

\$5.45 per person

370-440 calories per serving

Assorted Breakfast Muffins ^V

\$3.45 per person

110-140 calories per serving

Breaks

Seasonal Whole Fruits ^{Veg}

\$1.65 per person

Calories vary

Trail Mix Trio ^{Veg}

Individual Portioned Trail Mixes

- Cajun Trail Mix
- Caribbean Blend Mix ^{Made w/out Nuts}
- Oriental Blend Mix ^{MWG}

\$5.15 per person

Calories vary

Nutrition Bars ^V

Assorted Kind, Kashi, Cliff, Think Thin or Similiar Nutrition Bars

\$5.50 per person

180-290 calories per serving

Potato Chips ^V

Assorted Frito Lay and Miss Vickies Potato Chips, Pretzels & Popcorn

\$2.45 per person

140-310 calories per serving

Coffee Talk ^V

Assorted Biscotti, Coffee Cake, Baklava with Freshly Brewed Coffee
Non Dairy Substitutes Available Upon Request

\$10.55 per person

140-280 calories per serving

Afternoon Scones ^V

Housemade Lemon-Lavender and Cranberry Orange Scones served with whipped honey and cinnamon butter

\$5.85 per person

110-210 calories per serving

Spinach Artichoke Dip ^V

Creamy, Housemade Spinach Artichoke Dip Served Hot with Toasted Pita and Seasonal Crudites

\$78.00 per half pan

serves up to 20 guests

\$145.00 per full pan

serves up to 40 guests

90-420 calories per serving



Beverages

Bottled Water

\$2.65 per person

Saratoga Still & Sparkling Water

\$3.25 per person

Water Tower

\$20 per tower

serves up to 20 guests

Infused Water Tower

Blueberry-Lemon
or Pineapple-Mint

\$25 per tower

serves up to 20 guests

Juices

Your Choice of Orange, Apple, Cranberry or Grapefruit Juice

\$2.50 per person

Calories vary

Iced Tea Tower

Unsweetened Iced Tea Served with Lemon and Sweeteners

\$25.00 per tower

serves up to 20 guests

Coffee & Tea

Freshly Brewed Dark Roast Coffee and assorted Teas Served with Whole Milk, Skim Milk and Creamer

Non Dairy Substitutes Available

\$3.65 per person

Soft Drinks

Pepsi, Coca Cola and Sparkling Options Provided

\$2.65 per person

Calories vary

All Day Beverages

Freshly Brewed Dark Roast Coffee, assorted Teas, Soft Drinks and Water Towers Available and Replenished Throughout the Day

\$18.75 per person

Calories vary

Lunch

Buffets

Starter Luncheon

Field Green Salad ^{V MWG}

With Balsamic Dressing

Or

Classic Caesar Salad ^V

With Parmesan Cheese, Croutons & Caesar Dressing

Pesto Tortellini Salad ^V

Oven Roasted Tomatoes, Arugula Shaved Parmesan, Pesto, Balsamic Glaze

Chicken & Mushrooms

Chardonnay, Sage, Crispy Prosciutto, Natural Jus

Craveworthy Cookies ^V

House Made Oatmeal, Sugar & Chocolate Chip

\$24.00 per person

Build Your Own Salad Bar

Various Greens ^{V Veg MWG}

Romaine Lettuce, Field Greens, Baby Spinach

Accompaniments ^V

Diced Tomatoes, English Cucumbers, Shredded Carrots, Roasted Peppers, Olives, Quinoa, Dried Cranberries, Croutons, Asiago Cheese, Feta Cheese

Dressings (Select 2)

Dijon-Balsamic, Caesar, Red Wine, Ranch, Blue Cheese, Oil & Vinegar

Proteins ^{MWG}

Grilled & Marinated Murray's Chicken Breast

Mini Rosemary Focaccia ^V

\$20.00 per person

Build Your Own Taco Bar

Corn Tortilla Shells ^{Veg MWG}

Flour Tortillas ^{Veg}

Pico de Gallo ^{Veg MWG}

Tomato, Onion, Jalapeno, Cilantro, Green Onion, Garlic

Shredded Lettuce ^{Veg MWG}

Diced Tomato ^{Veg MWG}

Pickled Jalapenos ^{Veg MWG}

Sour Cream ^{V MWG}

Shredded Pepper Jack Cheese ^{V MWG}

Fajita Vegetables ^{Veg MWG}

Sauteed Onion, Sauteed Bell Peppers, Fajita Seasoning

Chipotle Marinated Chicken ^{MWG}

\$39.00 per person

+Add Herb Roasted Tofu or Avocado

\$3.00 per person

+Add Ambient Flank Steak, Marinated Shrimp, Atlantic Salmon or Grilled Chicken

\$7.00 per person

Buffets

Premium Luncheon

Strawberry & Goat Cheese Salad ^V
Baby Spinach, Pickled Red Onions, Candied Pecans, Dark
Cherry Vinaigrette

Couscous Salad ^{V MWG}
Marinated Cucumber, Cherry Tomatoes, Mint, Feta Cheese,
Basil, Lemony Yogurt Dressing

Sauteed Chicken Fricassee
Spring Mushrooms, Fresh Tarragon, Peas, Velvety White
Wine Sauce

Herb Roasted Wild Salmon ^{MWG}
Basil-Mango Salsa

Grilled Asparagus ^{Veg MWG}
Olive Oil, Toasted Garlic, Lemon-Thyme

Strawberry Rhubarb Cheesecake Bars ^V

Seasonal Fruit & Berries ^{Veg MWG}

\$35.00 per person

Executive Luncheon

Burrata Panzanella Salad ^V
Heirloom Tomatoes, Basil, Citrus, Grilled Focaccia, Balsamic
Drizzle

Grilled Asparagus Salad ^{Veg MWG}
Yellow Cherry Tomatoes, Arugula, Feta Cheese, Toasted
Almonds, Basil Vinaigrette

Grilled Hangar Steak ^{MWG}
Crispy Brussel Sprouts, Red Bliss Potatoes, Charred Scallion
Salsa Verde, Watermelon Radish

Herb Marinated Halibut
Spring Leek Cream, Roasted Baby Carrots

Spring Vegetable Risotto ^{V MWG}
Peas, Wild Mushrooms, Spring Onions, Carrots, Fresh Herbs

Sauteed Green Beans & Wax Beans ^{V MWG}
Shallots & Herb Butter

Cherry Mousse Cups with Blackberry Compote &
Chantilly ^V

Seasonal Fruit & Berries ^{Veg MWG}

\$55.00 per person

V = Vegetarian

Veg = Vegan

MWG = Made Without Gluten



A La Carte Lunch

Hot Lunch Entrées

Served by the Half or Full Pan

- Chicken Parmesan

Breaded Chicken Breast, Marinara, Mozzarella and Pecorino Cheeses

- Ricotta Cavatelli Primavera ^V

Broccoli, Peas, Basil, Vodka Sauce, Shaved Parmesan

- Crispy Chicken Fingers

Homestyle Seasoned & Breaded Breast Meat Chicken Fingers
Served With Ketchup, Honey Mustard and BBQ Dipping Sauces

\$48.00 per half pan

serves up to 12 guests

\$96.00 per full pan

serves up to 25 guests

Composed Salads

Served by the Small or Large Platter

- Grilled Asparagus Salad ^{Veg MWG}

Yellow Cherry Tomatoes, Arugula, Feta Cheese, Toasted Almonds,
Basil Vinaigrette

- Pesto Tortellini Salad ^V

Oven Roasted Tomatoes, Arugula Shaved Parmesan, Pesto,
Balsamic Glaze

\$35.00 small platter

serves up to 12 guests

\$70.00 large platter

serves up to 25 guests

+Add Herb Roasted Tofu or Avocado

\$3.00 per person

+Add Ambient Flank Steak, Marinated Shrimp, Atlantic Salmon
or Grilled Chicken

\$7.00 per person

Hot Lunch Sides

Served by the Half or Full Pan

Sauteed Green Beans & Wax Beans ^{V MWG}
Shallots & Herb Butter

- Ginger Spiced Snap Peas ^{Veg}
Fresh Ginger & Garlic, Teriyaki Glaze

- Spring Vegetable Risotto ^{V MWG}
Peas, Wild Mushrooms, Spring Onions, Carrots,
Fresh Herbs

\$35.00 per half pan

serves up to 12 guests

\$70.00 per full pan

serves up to 25 guests

Authentic New York Style Pizza

Classic, hand stretched large, thin crust pizzas served hot and ready to your guests. Eight slices per pie.

Plain Cheese Pizza ^V

\$32.00 per pie

Pepperoni Pizza

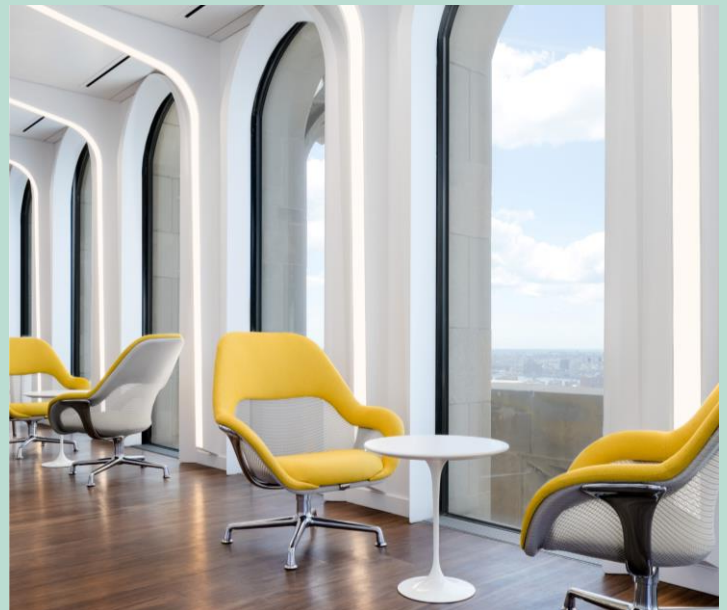
\$37.00 per pie

Specialty Pizza

Please contact your Catering Services team for availability of specialty pies

\$40.00 per pie

Gluten free pies available for additional fees



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Veg = Vegan

MWG = Made Without Gluten

Lunch Additions

Hot Soup

Contact Your Catering Team for the
Current Week's Menu
Limit One Selection Per Event

\$65.00 per 6qt

*serves up to 15 guests
Calories vary*

Seasonal Fruit ^{Veg MWG}

\$55.00 per small platter

serves up to 15 guests

\$95.00 per full platter

*serves up to 30 guests
110 calories per serving*

House Made

Hat Chips ^{Veg}

Your Choice of Sea Salt, Ranch or BBQ

\$15.00 each

*serves up to 12 guests
Calories vary*

Field Green Salad ^{Veg}

Grape Tomato, Cucumber, Carrot,
Local Greens, Choice of Dressing

\$25.00 per small platter

serves up to 12 guests

\$50.00 per full platter

*serves up to 25 guests
280 calories per serving*

Classic Caesar Salad ^V

With Parmesan Cheese, Croutons &
Caesar Dressing

\$30.00 per small platter

serves up to 12 guests

\$60.00 per full platter

*serves up to 25 guests
420 calories per serving*

Couscous Salad ^{V MWG}

Marinated Cucumber, Cherry
Tomatoes, Mint, Feta Cheese, Basil,
Lemony Yogurt Dressing

\$30.00 per small platter

serves up to 12 guests

\$60.00 per full platter

serves up to 25 guests

+Add Herb Roasted Tofu or Avocado

\$3.00 per person

+Add Ambient Flank Steak, Marinated Shrimp, Atlantic Salmon or Grilled Chicken

\$7.00 per person

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Sandwich Luncheons

Just Sandwiches

Contact Your Catering Team for the Current Week's Menu

- (3) Selections for Events with <30 Guests
- (4) Selections for Events with 31-60 Guests
- (5) Selections for Events with >60 Guests

\$9.45 per person

Calories vary

Boxed Sandwich Luncheon

Contact Your Catering Team for the Current Week's Menu

Includes Sandwich, Bagged Potato Chip, Whole Fruit,
Bottled Water & Home Made Cookie

- (3) Selections for Events with <30 Guests
- (4) Selections for Events with 31-60 Guests
- (5) Selections for Events with >60 Guests

\$16.95 per person

Calories vary

Desserts

Cookie Platter [✓]

House Made Chocolate Chip,
Oatmeal Raisin & Sugar Cookies

\$2.35 per person

120-180 calories per serving

Brownies & Bars [✓]

Home Made Brownies
and Blondies

\$4.55 per person

390-410 calories per serving

Dessert Platter [✓]

Mini Assorted House
Made Petit Fours and
Cupcakes

\$5.00 per person

Calories vary

Cupcakes [✓]

Assorted House
Made Individual
Cupcakes

\$6.00 per person

Calories vary

Ice Cream Sundae [✓]

Strawberry, Chocolate & Vanilla Ice
Cream Served with Delectable Fixings

\$14.50 per person

*minimum 15 guest order
Calories vary*

Novelty Ice Cream Bars [✓]

Bespoke Selection of Three Ice Cream
Bars and Italian Ice

\$8.00 per person

*minimum 10 guest order
Calories vary*

Specialty Cakes [✓]

Specialty and Celebratory Cakes
Baked In House. Please Consult with
Your Catering Team on Specific
Sizes, Desired Flavors & Inscriptions

price varies

Receptions

No matter the occasion, NYL Catering is here to provide you and your guests an exceptional experience. For policies regarding alcoholic service at company events, please consult with your Compliance Team in addition to the guidelines specified at the end of this document.

In order to provide the most value to your event, all alcoholic beverage service is provided based on actual consumption. Beer, wine or spiritous beverage service is made available to your guests by trained and certified bartenders. Should you have any specific beverage requests, please speak with your Catering Team.

We've simplified the planning process for your receptions. Please see below package options available to you. Seasonal hors d'oeuvre and platter options are listed on the following page. Knowing that all events are unique, please share your specific needs with your Catering Team. We are here to make your event not just special, but memorable.

Starter Package

Your choice of (3) Hors D'oeuvres

\$24.00 per person

Premium Package

Your choice of (6) Hors D'oeuvres

\$45.00 per person

Executive Package

Your choice of (8) Hors D'oeuvres

\$56.00 per person

+Additional Hors D'oeuvre
\$7.50 per selection



Hors D'oeuvre Options

Hors D'oeuvre selections can be presented stationary or tray passed depending on your event needs. Please consult with your Catering Team

Seafood

Salmon Satay with
Miso Glaze ^{MWG}

Mini Spicy Tuna Tacos
with Ponzu & Sriracha ^{MWG}

Crispy Coconut Shrimp
with Spicy Sweet Chili
Sauce

Mini Crabcake with Red
Pepper Remoulade

Meat

Bacon Wrapped Peach
BBQ Brisket ^{MWG}

Tandoori Chicken Skewer with Spicy
Peanut Sauce & Cilantro ^{MWG}

Beef Empanadas with
Salsa Verde

Chicken Cordon Bleu
Bites with Honey Mustard
Sauce

Steamed Chicken &
Lemongrass Dumplings
with Soy Sauce

Pigs in a Blanket with Dijon
Mustard

Chicken & Avocado
Bruschetta with Micro
Cilantro

Vegetarian

Fig & Mascarpone
Purse ^V

Goat Cheese & Honey
Phyllo Triangle ^V

Vegetable Shumai with
Ponzu Sauce ^{Veg}

Tempura Cauliflower
Bites with Green Goddess
Dip ^V

Kale & Vegetable
Dumpling ^{Veg}

Butternut Squash Crostini
with Sage Whipped Feta ^V

Porcini Mushroom
Arancini with Truffle Aioli ^V

Four Cheese Arancini with
Spicy Marinara ^{V MWG}

Stationary Displays

Fruit & Cheese Display ^V

Select Artisanal & Imported Cheeses Served with Seasonal
Fruit, Crostini and Crackers

\$6.45 per person

Crudite & Dips ^{V MWG}

Seasonal Raw Vegetable Platter with Ranch, Bleu Cheese and
Hummus Dipping Sauces

\$5.35 per person

Mediterranean Dip Trio ^V

Hummus, Baba Ghanoush & Greek Feta Dipping Sauce
Served with Warm Assorted Pita Breads

\$6.25 per person

Charcuterie Board

Hot & Sweet Soppressata, Genoa Salami, Aged Provolone, Sun
Dried Tomato, Marinated Olives, Crispy Baguette

\$8.95 per person

Seared Filet Mignon Platter ^{MWG}

Ambient Filet Mignon with Roasted Fingerling Potatoes, Wild
Mushrooms, Wilted Spinach and Rosemary Chimichurri

\$17.80 per person

Shrimp Cocktail Display ^{MWG}

Poached and Chilled Shrimp served with Zesty House Made
Cocktail Sauce

\$7.90 per person



Pantry Supplies

Our aim is to be your first and best choice for providing the pantry supplies to keep your team running. Please see below for available items to select from. Orders can be placed via the CaterTrax website with charges applied to cost center and are available for pick up only from the catering kitchen on level 1B the following morning.

Sugar Packets

\$20.25 per case
2000 packets per case

Splenda Packets

\$50.00 per case
2000 packets per case

K Cups Various

\$24.00 per box
24 cups per box

Individual Creamers

\$29.00 per case
360 per case

Lipton Tea Bags

\$9.00 per box
20 bags per box

12oz Hot Cups

\$7.50 per sleeve
50 cups per sleeve

16oz Cold Cups

\$13.50 per sleeve
50 cups per sleeve

Hot Cup Lids

**\$5.25 per
sleeve**
50 lids per sleeve

Wooden Stirrers

\$16.00 per box
250 per box

Hot Cup Sleeves

\$9.00 per pack
100 per pack

Compostable Forks

\$10.00 per pack
100 pieces per pack

Compostable Spoons

\$10.00 per pack
100 pieces per pack

Compostable Knives

\$10.00 per pack
100 pieces per pack

Six (6) Inch Compostable Plates

\$4.75 per pack
50 plates per pack

Nine (9) Inch Compostable Plates

\$7.00 per pack
50 plates per pack

Room Reservations

Please contact your dedicated Conference Services team for room bookings and availability by emailing ho_conferencecenter@newyorklife.com. Please see room capacities on following pages.

Order Minimums

To better serve all our guests and operate in an efficient manner, NYL Catering has established set order minimums for some of its catering packages and menu items.

Please consult with your Catering Team for individual requirements. If the desired menu for the event should fall below the stated order minimums, the Catering team will happily provide you with alternative options to fit your needs. Final orders that come in below the minimums required may incur additional fees.

Dietary Restrictions

Please communicate all dietary restrictions to your Catering Team prior to the menu being confirmed. Common dietary requirements including vegetarian, vegan and gluten are noted throughout the NYL Catering menu. Should you have further questions or dietary restrictions, please do not hesitate to voice them to your Catering Team. NYL Catering welcomes all requests, prioritizes your safety and experience, and will gladly make special accommodations whenever possible.

Please bear in mind, for severe allergies with potential anaphylactic reactions, we cannot guarantee full omission of the offending ingredient. This is due to the physical constraints of our own kitchen and those of our specialty suppliers where the ingredients may be present within the production environment.

Kosher or specialty orders must be placed by 2:00 pm (Monday-Thursday) and 11:30 am (Friday) for the next business day's service. Orders placed during religious holidays will require advance notice or may not be available.

Ordering, Guarantees and Changes

To provide the highest quality of service, we kindly request that orders be placed with your Catering Team with as much advance notice as feasible. Orders requested within 72 hours of the event are subject to product availability. Any necessary substitutions will be communicated to you. A final guarantee is requested 48 business hours in advance for conferences, receptions and dinners.

Cancellations

All cancellations must take place 48 business hours prior to the start of your function. If you cancel an event after this deadline, you may be subject to fees equivalent to the purchase cost of the ingredients to your menu with the exception of bottled beverages and prepackaged / shelf stable food items.

Rental and Décor

Depending on the size, complexity and desired aesthetic of the meeting, conference or event, your Catering Team can facilitate purchase or rental of service wares, equipment, flowers & decorations, audio visual equipment and guest entertainment. Any associated costs for these items will be made viewable as a line-item expense on your final invoice. NYL Catering will not be made responsible for any rental equipment or items procured without the knowledge and facilitation of the Catering Team.

Food and Service Wares Removal Policy

Out of deference to safety, it is the policy of NYL Catering not to box unused food portions from your event for personal consumption outside of the event location. Food provided for catering is intended to be consumed only in the designated event space.

All service wares utilized in the execution of your event are the sole property of New York Life. Unauthorized removal of service wares from the designated catering space may result in additional charges to your cost center.

Alcohol Service

Alcohol may not be served prior to 5:00pm without written approval by the area's EMC member. Alcohol will only be served to attendees of legal drinking age. Valid photo identification may be required. Service of spiritous beverages to any attendee(s) may be denied or suspended at the discretion of NYL's designated and licensed alcohol service provider. Self-service is strictly prohibited in all forms. Alcohol must be served by an accredited bartender and come accompanied by a substantive food offering to mitigate the effects of alcohol consumption. For further information regarding alcohol service compliance, please see NYL's Corporate Policy on Alcohol at Company Events.

Paying for Your Event

Please direct all billing questions and arrangements to the Catering Team. When placing your order, it is important to confirm the appropriate cost center, as well as any required authorizations to use for billing. Payment may also be made via credit card (Visa, Discover, Mastercard, American Express). A 3.5% service fee will be applied to the total charges. For those events paid for on a credit card we require a deposit of 50% of all applicable event charges 48 hours prior to your event. Any remaining amount will be due upon conclusion of your event.

Staffing Guidelines

The Catering Team is responsible for outlining the appropriate number of uniformed attendants, chefs and/or bartenders based on the style, service level, location and timing of your event. Staffing all events is approached based on their individual needs with both cost and service experience in mind. Regular service hours are considered to be Monday-Thursday 7:00am-4:00pm. Unless otherwise specified, all catering positions are billed at a minimum 5 hours encompassing event set up through conclusion and tear down.

Please see below for an overview of our catering labor billing practices. These represent minimum staffing requirements and again, may vary based upon the circumstances of your individual event. Please consult with the Catering Team regarding the particulars of your event.

Regular Service Hours

7:00am-4:00pm Monday - Thursday

Buffet Service

Cass Gilbert / Learning Center

>75 guests = 1 Catering Attendant

+ 1 Catering Attendant for every 50 additional guests

13th Floor / 14th Floor / 33rd Floor / 34th Floor

>40 guests = 1 Catering Attendant

+ 1 Catering Attendant for every 40 additional guests

Executive Suites

Minimum 2hrs labor billable

Please consult with the Catering Team on event specifics

Outside Regular Service Hours

After 4:00pm Monday -Thursday or all day Friday

Buffet Service

1 Catering Attendant for every 40 guests (minimum 1)

1 General Utility

>50 guests = + 1 Cook

Receptions

Stationary Hors D'oeuvres

1 Catering Attendant for every 30 guests (minimum 1)

1 General Utility

1 Cook

Tray Passed Hors D'oeuvres

1 Catering Attendant for every 20 guests (minimum 1)

1 General Utility

1 Cook

Bar Service

Beer & Wine Bar

1 Bartender per every 50 guests

Full Bar

1 Bartender for every 30 guests

Room Capacities

Below we have provided a brief summation of Home Office Conference Center rooms and recommended capacities under various set ups. Again, these capacities are recommended. Should your actual attendance be expected to exceed the recommendation, please do confer with your Conference Services team for additional detail and possible exceptions.

Additionally, given the uniqueness of each space and their physical limitations, not all Catering Services may be comfortably provided. Where such space limitations are foreseeable, we have indicated them below. This may limit the availability of Catering services to beverages or ambient food offerings only. In this situation, please convey your menu desires with the Catering team as soon as possible so as to plan for any limitations or necessary relocations.

34th Floor Conference Center

Interview Room

* Due to space limitations, please consult with the Catering Team for an appropriate menu and/or placement

Conference	Chairs Only
--	4

Kips Bay Room

* Due to space limitations, please consult with the Catering Team for an appropriate menu and/or placement

Conference	Chairs Only
10	--

33rd Floor Conference Center

SoHo Room 1 or SoHo Room 5

Conference	U-Shaped	Hollow Square	Pods	Theater
14	--	--	--	--

SoHo Room 2 or SoHo Room 4

Conference	Chairs Only	Hollow Square	Pods	Theater
16	--	--	--	--

SoHo Room 3

* Due to space limitations, please consult with the Catering Team for an appropriate menu and/or placement

Conference	U-Shaped	Hollow Square	Pods	Theater
12	--	--	--	--

SoHo Rooms 1 & 2 (combined) or SoHo Rooms 4 & 5 (combined)

Conference	U-Shaped	Hollow Square	Pods	Theater
30	26	28	--	--

SoHo Rooms 1, 2 & 3 (combined) or SoHo Rooms 3, 4 & 5 (combined)

Conference	U-Shaped	Hollow Square	Pods	Theater
36	32	34	32 (8 per) or 24 (6 per)	42

SoHo Rooms 1, 2, 3 & 4 (combined) or SoHo Rooms 2, 3, 4 & 5 (combined)

Conference	U-Shaped	Hollow Square	Pods	Theater
--	38	36	48 (8 per) or 36 (6 per)	58

SoHo Rooms 1, 2, 3, 4 & 5 (combined)

Conference	U-Shaped	Hollow Square	Pods	Theater
--	--	--	64 (8 per) or 48 (6 per)	--

Rose Hill Room

* Due to space limitations, please consult with the Catering Team for an appropriate menu and/or placement

Conference	U-Shaped	Hollow Square	Pods	Theater
12	--	--	--	--

Sutton Place Room

* Due to space limitations, please consult with the Catering Team for an appropriate menu and/or placement

Conference	U-Shaped	Hollow Square	Pods	Theater
18	--	--	--	--

14th Floor Jay Patel Conference Center

Cathedral Room & Garden

Conference	U-Shaped	Hollow Square	Pods	Theater	Reception	Classroom	Round Tables
--	26	32	--	164	177	70	96

Landmark Room 1

Conference	U-Shaped	Hollow Square	Pods	Theater	Reception	Classroom	Round Tables
20	22	24	18-24	36	--	16	24

Landmark Room 2

Conference	U-Shaped	Hollow Square	Pods	Theater	Reception	Classroom	Round Tables
22	24	26	30-40	56	--	30	40

Landmark Rooms 1 & 2 (combined)

Conference	U-Shaped	Hollow Square	Pods	Theater	Reception	Classroom	Round Tables
--	--	--	42-56	72	68	48	64

Pinnacle Boardroom

* Due to space limitations, please consult with the Catering Team for an appropriate menu and/or placement

Conference	U-Shaped	Hollow Square	Pods	Theater	Reception	Classroom	Round Tables
20	--	--	--	--	--	--	--

Room Capacities

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Additionally, given the uniqueness of each space and their physical limitations, not all Catering Services may be comfortably provided. Where such space limitations are foreseeable, we have indicated them below. This may limit the availability of Catering services to beverages or ambient food offerings only. In this situation, please convey your menu desires with the Catering team as soon as possible so as to plan for any limitations or necessary relocations.

Cass Gilbert Conference Center						
Cass Gilbert Meeting Room						
Conference 28	U-Shaped 30	Hollow Square 36	Auditorium 154	Herringbone 80	Classroom 69	Round Tables 90
Large Conference Room 1						
Conference 26	U-Shaped 28	Hollow Square 32	Auditorium 70	Herringbone 50	Classroom 36	Round Tables 50
Large Conference Room 2						
Conference 22	U-Shaped 20	Hollow Square 28	Auditorium 50	Herringbone 30	Classroom --	Round Tables 40
Seminar Room 1						
Conference 12	U-Shaped --	Hollow Square --	Auditorium --	Herringbone --	Classroom --	Round Tables --
Seminar Room 2						
Conference 16	U-Shaped --	Hollow Square --	Auditorium --	Herringbone --	Classroom --	Round Tables --
Seminar Room 3						
*Due to space limitations, please consult with the Catering Team for an appropriate menu and/or placement						
Conference 16	U-Shaped --	Hollow Square --	Auditorium --	Herringbone --	Classroom --	Round Tables --
Seminar Room 4						
*Due to space limitations, please consult with the Catering Team for an appropriate menu and/or placement						
Conference 16	U-Shaped --	Hollow Square --	Auditorium --	Herringbone --	Classroom --	Round Tables --
Dining Room 2 - Huddle Room						
Conference 8	U-Shaped --	Hollow Square --	Auditorium --	Herringbone --	Classroom --	Round Tables --
Learning Center						
Madison North Room or Madison South Room						
Conference 22	U-Shaped 30	Hollow Square 35	Auditorium 40	Herringbone 40	Classroom 24	Round Tables 40
Madison North & Madison South Rooms (combined)						
Conference --	U-Shaped --	Hollow Square --	Auditorium 160	Herringbone 80	Classroom 48	Round Tables 80
Union Square Room						
Conference 21	U-Shaped 23	Hollow Square 28	Auditorium 50	Herringbone 30	Classroom 16	Round Tables --
Murry Hill Room						
Conference 21	U-Shaped 23	Hollow Square 28	Auditorium 50	Herringbone 30	Classroom 16	Round Tables --
Gramercy Room						
*Due to space limitations, please consult with the Catering Team for an appropriate menu and/or placement						
Conference 20	U-Shaped 19	Hollow Square 24	Auditorium 50	Herringbone 30	Classroom 12	Round Tables --
Park Room						
Conference 15	U-Shaped 17	Hollow Square 22	Auditorium 30	Herringbone 25	Classroom 8	Round Tables --
Lexington Room						
Conference 15	U-Shaped 17	Hollow Square 22	Auditorium 30	Herringbone 25	Classroom 8	Round Tables --
Flatiron Room						
Conference 21	U-Shaped 23	Hollow Square 28	Auditorium 50	Herringbone 30	Classroom 16	Round Tables --
HR Learning Library						
Conference 14	U-Shaped --	Hollow Square --	Auditorium --	Herringbone --	Classroom --	Round Tables --
Breakout Room 1, Breakout Room 2 or Breakout Room 5						
*Due to space limitations, please consult with the Catering Team for an appropriate menu and/or placement						
Conference 6	U-Shaped --	Hollow Square --	Auditorium --	Herringbone --	Classroom --	Round Tables --
Breakout Room 3 or Breakout Room 4						
*Due to space limitations, please consult with the Catering Team for an appropriate menu and/or placement						
Conference 2	U-Shaped --	Hollow Square --	Auditorium --	Herringbone --	Classroom --	Round Tables --