



Home Office Catering

Autumn Winter 2024

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. 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

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

\$12.75 per person

300-540 calories per serving

Breakfast Additions

Mini Quiche

Choice of Two Home Made Ambient Mini Quiche

- Broccoli, Bacon & Cheddar
- Spinach & Mushroom
- Mushroom, Caramelized Onion & Goat Cheese

\$4.50 per person

210-280 calories per serving

Seasonal Fruit

Platter^{Veg MWG}

Cantalope, Honeydew, Pineapple, Grapes and Seasonal Berries

\$45.00 per small platter

serves up to 15 guests

\$85.00 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^V

Smashed Avocado on Nine Grain Bread, with Toasted Pumpkin Seeds, Feta Cheese, Roasted Butternut Squash

\$12.50 per person

290-510 calories per serving

Fruit Cups^{Veg 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

Apple-Cranberry Compote, Dried Cranberries, Toasted Pumpkin Seeds, Granola

\$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 [∇]

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

\$4.75 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 [∇]

Assorted Mini Muffins, Mini Croissants, Mini Danish and Mini Loaves

\$7.00 per person
370-500 calories per serving

Mini Bagels [∇]

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

\$2.95 per person
240-470 calories per serving

Sweet Breakfast Loaves [∇]

Delectable Lemon, Banana Nut and Marble Breakfast Breads

\$5.45 per person
370-440 calories per serving

Assorted Mini Muffins [∇]

\$3.00 per person
110-140 calories per serving

Breaks

Seasonal Whole Fruits ^{Veg}

\$1.60 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}

\$5.85 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

\$2.25 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

\$10.25 per person
140-280 calories per serving

Afternoon Tea ^V

Mini Scones & Choice of Two Tea Sandwiches with Freshly Brewed Coffee & Tea

Non Dairy Substitutes Available Upon Request

- Chicken Curry & Golden Raisin with Curry Mayo on Sourdough
- Smoked Salmon & Dill Cream Cheese on Marble Rye
- Truffle Egg Salad with Sliced Cucumber on Whole Wheat

\$15.25 per person
90-410 calories per serving

Farmers Market ^V

Mixed Artisan Cheeses & Crackers Served with Carrot and Bell Pepper Batons Served with Spinach Artichoke and Ranch Dipping Sauces

\$9.75 per person
50-420 calories per serving



Beverages

Bottled Water

\$2.50 per person

Saratoga Sparkling Water

\$3.25 per person

Water Tower

\$20 per tower
serves up to 20 guests

Infused Water Tower

Tangerine-Basil
or Pomegranate-Lime

\$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
\$3.25 per person

Soft Drinks

Pepsi, Coca Cola and Sparkling Options Provided

\$2.50 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

Build Your Own Salad

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

Optional Add Ons (*\$2 per guest*) ^{Veg MWG}
Avocado, Herb Roasted Tofu

Optional Add Ons (*\$7 per guest*)
Ambient Grilled Flank Steak, Marinated Shrimp, Atlantic
Salmon, Grilled Chicken

Premium Luncheon

Honeycrisp Apple & Goat Cheese Salad ^{V MWG}
Field Greens, Apple Chips, Spiced Almonds, Champagne
Vinaigrette

Shredded Brussel Sprout Salad ^{V MWG}
Red Cabbage, Toasted Sunflower Seeds, Shaved
Parmesan, Honey-Mustard Vinaigrette

Roasted Cauliflower ^{Veg}
Olive Oil, Herbs, Breadcrumbs, Lemon Zest

Braised Chicken Thighs ^{MWG}
Tomatoes, Olives, Garlic, Mushrooms, Thyme, Baby
Spinach

Herb Crusted Wild Salmon
Dijon Cream Sauce

Pumpkin-Cheesecake Bars with Caramel ^V

Seasonal Fruit & Berries ^{Veg MWG}

\$35.00 per person

Starter Luncheon

Field Green Salad ^{V MWG}
With Balsamic Dressing

Or
Classic Caesar Salad ^V
With Parmesan Cheese, Croutons & Caesar Dressing

Autumn Fusilli Pasta Salad ^V
Shredded Kale, Rosemary, Mushrooms, Asiago Cheese,
Roasted Brussel Sprouts, Toasted Pine Nuts, Sherry
Vinaigrette

Chicken Marsala
Wild Mushroom Sauce, Sweet Marsala Wine, Fresh Thyme

Craveworthy Cookies ^V
House Made Oatmeal, Sugar & Chocolate Chip

\$24.00 per person

Executive Luncheon

Roasted Beet Salad ^{V MWG}
Arugula, Walnuts, Feta Cheese, Dark Cherry Balsamic
Vinaigrette

Harvest Quinoa Salad ^{Veg MWG}
Roasted Butternut Squash, Dried Cranberries, Toasted
Pumpkin Seeds, Maple-Sherry Vinaigrette

Asian Braised Short Ribs
Ginger, Lemongrass, Cilantro

Pan Seared Chilean Sea Bass ^{MWG}
White Bean Escarole Stew, White Wine, Crushed Tomatoes

Shrimp & Asparagus Risotto ^{MWG}
Grilled Asparagus, Jumbo Shrimp, Pecorino Cheese, Fresh
Sage

Kung Pao Brussel Sprouts ^{Veg}
Sweet Soy & Sriracha Glaze, Cilantro, Toasted Peanuts

Boursin Mashed Potatoes ^{V MWG}
Fresh Herbs & Garlic

Maple-Pecan Bread Pudding ^V
With Crème Anglaise

Apple Crisp with Streusel Topping ^V

Seasonal Fruit & Berries ^{Veg MWG}

\$55.00 per person



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}

\$45.00 per small platter
serves up to 15 guests

\$90.00 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

Autumn Fusilli

Pasta Salad ^V

Shredded Kale, Rosemary, Mushrooms,
Asiago Cheese, Roasted Brussel Sprouts,
Toasted Pine Nuts, Sherry Vinaigrette

\$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
\$2.00 per person

+Add Ambient Flank Steak, Marinated Shrimp, Atlantic Salmon or Grilled Chicken
\$7.00 per person

Hot Lunch Entrée

Served by the Half or Full Pan

· Chicken Parmesan

Breaded Chicken Breast, Marinara, Mozzarella and Pecorino
Cheeses

· Penne with Arugula Pesto Cream ^V

Parmesan Cheese, Fresh Basil, Roasted Garlic Panko Breadcrumbs

· 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

Hot Lunch Sides

Served by the Half or Full Pan

· Kung Pao Brussel Sprouts ^{Veg}

Sweet Soy Sriracha Glaze, Cilantro, Toasted Pine Nuts

· Roasted Cauliflower ^{Veg}

Olive Oil, Herbs, Breadcrumbs, Lemon Zest

· Boursin Mashed Potatoes ^{Veg MWG}

Fresh Herbs & Garlic

\$35.00 per half pan
serves up to 12 guests

\$70.00 per full pan
serves up to 25 guests

Composed Salad

Served by the Small or Large Platter

· Honeycrisp Apple & Goat Cheese Salad ^{V MWG}

Field Greens, Apple Chips, Spiced Almonds, Champagne Vinaigrette

· Harvest Quinoa Salad ^{Veg}

Roasted Butternut Squash, Dried Cranberries, Toasted Pumpkin
Seeds, Maple-Sherry Vinaigrette

\$35.00 small platter
serves up to 12 guests

\$70.00 large platter
serves up to 25 guests





Sandwich Luncheons

Select Sandwich Buffet

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

\$8.95 per person

Calories vary

Boxed Sandwich Lunch

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

\$15.95 per person

Calories vary

Desserts

Cookie Platter [∇]

House Made Chocolate Chip,
 Oatmeal Raisin & Sugar Cookies

\$1.95 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

Ice Cream Sundae [∇]

Strawberry, Chocolate & Vanilla
 Ice Cream Served with
 Delectable Fixinings

\$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 Shumei 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 Soppressatta, 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 Ringerling 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



V = Vegetarian

Veg = Vegan

MWG = Made Without Gluten

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 page.

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.

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 and vegan 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. 1MW 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 potentially anaphylactic reactions, we cannot guarantee full omission of the offending ingredient. This is due to the physical constraints of our own kitchen and that 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 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.

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

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.

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