



CATERING MENU

2024 – 2025

USC Private Events & Conferences

BREAKFAST

PLATED

Minimum of 10 Guests

Served Family-Style at Each Table: Assorted Breakfast Pastries, Seasonal Sliced Fruit, Choice of Orange, Cranberry or Apple Juice, Regular and Decaffeinated Coffee Service and Assorted Herbal Teas

Three Scrambled Eggs, Applewood Smoked Bacon (or) Chicken Apple Sausage, Roasted Yukon Potatoes, **\$34 Per Person (GF)**

Cinnamon Apple French Toast, Maple Butter, Scrambled Eggs, Chicken Apple Sausage, **\$34 Per Person**

Spinach and Piquillo Pepper Frittata (**VEG**) with Crème Fraiche, Baby Mixed Greens and Chicken Apple Sausage, **\$40 Per Person (GF)**

Eggs Benedict with Grilled Pepper Bacon, Grilled Asparagus, Lemon Hollandaise Sauce on a Toasted Ciabatta Served with Roasted Yukon Potatoes, **\$40 Per Person**

Yukon and Sweet Potato Hash, Tofu Spinach Scramble, Vegan Sausage, Garlic Roasted Compare Tomatoes **\$34 Per Person (V/GF)**

CONTINENTAL BREAKFASTS

Minimum of 20 Guests

Continental Breakfast

Assorted Breakfast Breads, Pastries and Muffins with Sweet Butter and Jam

Seasonal Whole Fruit

Choice of Two Juices:

Orange Juice

Apple Juice

Cranberry Juices

Regular and Decaffeinated Coffee

Assorted Herbal Teas

\$22 Per Person, Upgrade to Sliced Fruit \$5 Per Person

Deluxe Continental Breakfast

Assorted Breakfast Breads, Pastries and Muffins with Sweet Butter and Jam

Bagels and Cream Cheese,

Seasonal Fresh Fruit and Berry Display

Assorted Chobani® Greek Yogurts

Choice of Two Juices:

Orange Juice

Apple Juice

Cranberry Juices

Regular and Decaffeinated Coffee

Assorted Herbal Teas

\$30 Per Person

USC Private Events & Conferences

840 Childs Way, Suite #404 | Los Angeles, CA 90089 | (213) 740-5956 | uscprivateevents.com | private.events@usc.edu

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BREAKFAST

BUFFET

Minimum of 20 Guests

Hot Breakfast

Cage-Free Scrambled Eggs

Choice of Two Breakfast Proteins:

Applewood Smoked Bacon **GF**

Canadian Bacon **GF**

Turkey Sausage

Pork Breakfast Sausage Links

Chicken Apple Sausage

Vegan Sausage, Upcharge \$4 Per Person

Choice of One Breakfast Potato:

Seasoned Roasted Yukon Gold Potatoes **GF/VEG**

Crispy Tater Tots **VEG/GF**

Golden Brown Hash Browns **VEG/GF**

Choice of Two:

Assorted Breakfast Danishes and Pastries

Assorted Muffins

Assorted Scones

Sliced Tea Breads

Assorted Bagels with Cream Cheese

Assorted Chobani® Greek Yogurts and House-Made Granola

Seasonal Fresh Fruit and Berry Display

Choice of Two Juices:

Orange

Apple

Cranberry

Regular and Decaffeinated Coffee

Assorted Herbal Teas

\$40 Per Person

Vegan Hot Breakfast

Tofu Scramble, Tofu, Roasted Red Pepper, Red Onion, Spinach, Black Beans, Cherry Tomato, Chopped Cilantro

Molly's Vegan Sausage

Roasted Yukon Potatoes

Gluten-Free Vegan Muffins

Seasonal Fresh Fruit Platter

Choice of Two Juices:

Orange

Apple

Cranberry

Regular and Decaffeinated Coffee

Assorted Herbal Teas

\$40 Per Person

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BREAKFAST

ACTION STATIONS

Minimum of 25 Guests

Requires Chef Attendant Fee of **\$250 Per Chef** (One Chef Attendant Required Per 50 Guests)

Omelet Station

Omelets Made to Order, Mushrooms, Tomatoes, Bell Pepper, Spinach, Scallions, Smoked Bacon, Ham, Sausage and Cheddar Cheese
\$22 Per Person

French Toast Station

Brioche French Toast Made to Order, Fresh Fruit Compote, Assorted Berries, Bananas, Whipped Cream, Candied Nuts, Granola
Coconut Crumble, Toffee and Warm Maple Syrup
\$20 Per Person

BUFFET ENHANCEMENTS

Assorted Breakfast Pastries, **\$54 Per Dozen**

Gluten-Free Vegan Breakfast Muffins, **\$68 Per Dozen**

Assorted Bagels and Cream Cheese, **\$54 Per Dozen**

Assorted Tea Breads **\$54 Per Dozen, 2 Dozen Minimum**

Assorted Scones, **\$54 Per Dozen, 2 Dozen Minimum**

Smoked Salmon with Sliced Tomato, Shaved Red Onion, Dill
and Cream Cheese on Mini Bagel, **\$9 Per Person**

Individual Greek Yogurt, Berry and Granola Parfaits, **\$8 Each**

Seasonal Fresh Fruit and Berry Display, **\$16 Per Person,
25 Person Minimum (GF/V)**

Whole Seasonal Fruit, **\$40 Per Dozen**

Hard Boiled Egg, **\$5 Each**

Molly's Vegan Sausage, **\$6 Per Person (25 Guests Minimum)**

Tofu Scramble, Tofu, Roasted Red Pepper, Red Onion, Spinach,
Black Beans, Cherry Tomato, Chopped Cilantro (V/GF)
\$12 Per Person (25 Guests Minimum)

Irish Oats with Raisins, Brown Sugar, Honey and Cinnamon (VEG/
GF)
\$8 Per Person

Breakfast Tots with Crispy Bacon, Shredded Cheddar Cheese,
Scallions and Crème Fraiche, **\$10 Per Person (GF)**

Breakfast Croissant Sandwich Cage-Free Eggs with Bacon
Sausage or Roasted Vegetables, **\$10 Per Sandwich**

Vegetable Frittata, Seasonal Vegetables, Spinach and Feta
Cheese, **\$10 Per Person (VEG)**

Regular and Decaffeinated Coffee, **\$68 Per Gallon**

Assorted Herbal Teas, **\$68 Per Gallon**

Orange, Apple or Cranberry Juices, **\$68 Per Gallon**

Fruit Infused Water, **\$45 Per Gallon**

Filtered Ice Water, **\$26 Per Gallon**

Aluminum Dasani, **\$4 Each**

Bottled Sparkling Water, **\$5 Each**

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BEVERAGE SERVICE

Beverage Package

Available in House Venues Only

Regular and Decaffeinated Coffee with Half and Half, 2% Milk and Almond Milk

Assorted Herbal Teas with Lemon and Honey

Assorted Soft Drinks

Filtered Ice Water

AM or PM Break (Up to One Hour of Service), **\$8 Per Person**

Half Day (Up to Four Hours of Continuous Service), **\$20 Per Person**

Full Day (Up to Eight Hours of Continuous Service), **\$32 Per Person**

Regular and Decaffeinated Coffee, **\$68 Per Gallon**

Assorted Herbal Teas, **\$68 Per Gallon**

Orange, Apple or Cranberry Juices, **\$68 Per Gallon**

Lemonade, Iced Tea or Fruit Punch, **\$68 Per Gallon**

Fruit Infused Water, **\$45 Per Gallon**

Filtered Ice Water, **\$26 Per Gallon**

Assorted Soft Drinks, **\$4 Each**

Aluminum Dasani, **\$4 Each**

Bottled Sparkling Water, **\$5 Each**

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MEETING BREAKS

BREAK PACKAGES

Minimum of 10 Guests

Cookie Monster

Assorted Hope's® Cookies, Fudge Brownies, Assorted Soft Drinks, Filtered Ice Water, Regular and Decaffeinated Coffee, Assorted Herbal Teas

\$20 Per Person

Nature Lover

Vegetable Crudit  with Herb Dip, Seasonal Whole Fruit, Assorted Granola and Protein Bars, Fruit-Infused Water, Assorted Sparkling Waters, Regular and Decaffeinated Coffee, Assorted Herbal Teas

\$28 Per Person

Breads and Spreads

Hummus, Baba Ghanoush, and Tabbouleh, Warm Pita Bread, Assorted Soft Drinks and Sparkling Waters, Iced Tea and Fruit-Infused Water

\$22 Per Person

Nacho Bar

Crispy Corn Tortilla Chips, Taco Seasoned Ground Beef, Warm Queso Sauce, Roasted Red Salsa, Guacamole, Sour Cream, Pico De Gallo, Sliced Pickled Jalapenos.

\$23 Per Person

Add Carne Asada, **\$8 Per Person**

Add Pollo Asado, **\$6 Per Person**

Afternoon Tea

Assortment of Tea Sandwiches to include Egg Salad, Sliced Cucumber and Cream Cheese, and Ham and Swiss, Mini Scones with Fruit Preserves, Seasonal Sliced Fruit and Berry Display, Iced Tea, Regular and Decaffeinated Coffee and Assorted Herbal Teas

Fruit and Cheese Skewers, **\$54 Per Dozen GF/VEG**

Seasonal Fresh Fruit and Berry Display, **\$16 Per Person GF/VEG**

Vegetable Crudit  with Herb Dip, **\$15 Per Person GF/VEG**

Mexican Street Corn Guacamole with Tri Color Corn Chips, **\$13 Per Person GF/VEG**

Spinach and Artichoke Dip with Warm Pita, **\$14 Per Person VEG**
(Minimum 25 Guests)

Imported and Domestic Cheese Platter, **\$26 Per Person VEG**

Assorted Freshly Baked Cookies, **\$54 Per Dozen**

Fudge Brownies, **\$54 Per Dozen** (Minimum 1 Dozen)

Assorted Candy Bars, **\$48 Per Dozen**

Assorted Tea Sandwiches

Parma Ham and Swiss

Cucumber and Watercress

Smoked Salmon and Dill Cream Cheese

Pesto Chicken Salad

Classic Egg Salad

\$54 Per Dozen (Minimum 1 Dozen Per Flavor)

Dessert Bars

Raspberry

S'mores

Blondies

Meltaways

Lemon

\$54 Per Dozen (Minimum 1 Dozen Per Flavor)

Assorted Kind Bars, Granola Bars & Protein Bars, **\$60 Per Dozen**

Individual Bags of Chips, **\$60 Per Dozen**

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PLATED MEALS

TWO COURSE LUNCHEON WITH ENTRÉE SALAD AND DESSERT

Two-Course Meal includes Entrée Salad, Artisan Rolls and Butter, Choice of Dessert, Regular and Decaffeinated Coffee, Assorted Herbal Teas, Iced Water and Iced Tea. Minimum of 10 Guests; Limit One Salad Selection with One Choice of Protein and Vegetarian Alternative. Add a Soup Starter for **\$8 Per Guest**

SALAD SELECTIONS—*Select One:*

Organic Greens Salad

Mixed Greens, Shredded Radicchio, Red Grapes, Pickled Red Onions, Herbed Goat Cheese and Garlic Butter Croutons
Served with White Balsamic Vinaigrette **VEG**

Garden House Salad

Mixed Greens, Shredded Carrots, Sliced Cucumber, Cherry Tomatoes, Green Beans, Cauliflower Florets, Sliced Red Onion and Marinated Artichoke Hearts, Served with Ranch Dressing **VEG/GF** or House Vinaigrette **V/GF**

Classic Cobb

Crumbled Crispy Applewood Smoked Bacon, Hard Boiled Eggs, Sliced Avocado, Chopped Romaine Lettuce, Grape Tomatoes, Crumbled Blue Cheese, Lemon Thyme Vinaigrette or Buttermilk Ranch Dressing

Grilled Balsamic Seasonal Fruit Salad

Mixed Baby Greens, Spiced Goat Cheese, Roasted Almonds, Poppy Seed Vinaigrette **VEG**

Avocado Farmhouse Salad

Shaved Baby Carrots, Avocado, Sunflower Seeds, Baby Tomatoes, Roasted Cipollini Onions, Shaved Parmesan, Baby Arugula and Avocado Dressing **VEG**

Strawberry Bruschetta Salad

Crumbled Goat Cheese, Wild Arugula, Heirloom Cherry Tomatoes, Strawberries, Candied Walnut, Crostini, Crispy Fried Shallots, Micro Basil, Balsamic Vinaigrette **VEG**

Butter Lettuce Salad

Red Endive, Haricot Verts, Red Radish, Cherry Tomatoes, Parmesan, Garlic Crostini and Yuzu Vinaigrette **VEG**

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PLATED MEALS

Berry & Bleu Salad

Baby Mixed Greens, Blueberries, Bleu Cheese, Crispy Prosciutto, Shaved Red Onion, Candied Pecans, Roasted Blueberry Vinaigrette
VEG

Spinach and Apple Salad

Frisee, Ciabatta Croutons, Pickled Shallots, Goat Cheese, Honey Orange Dressing **VEG**

Nicoise Salad

Kenter Farms Baby Mixed Greens, Shaved Baby Artichokes, Haricot Vert, Cherry Tomatoes, Sweet Peppers, Olives and Egg
Served with Red Wine Vinaigrette

Grilled Chicken Breast, **\$40 Per Person**

Grilled Salmon, **\$44 Per Person**

Seared Marinated Tofu, **\$40 Per Person**

Sliced Beef Tenderloin, **\$42 Per Person**

Grilled Shrimp, **\$44 Per Person**

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PLATED MEALS

THREE-COURSE MEALS

Includes Soup or Salad, Choice of One Entrée with Vegetarian Alternative, Artisan Rolls and Butter, Dessert, Regular & Decaffeinated Coffee, Assorted Herbal Teas, Iced Water and Iced Tea. Minimum of 25 Guests; Higher Entrée Price Prevails when Choosing Split Entrees

FIRST COURSE

Select One:

Wild Arugula Salad with Radicchio, Shaved Fennel, Spiced Apples, Spicy Bacon, Candied Pecans, Crumbled Gorgonzola, Honey and White Wine Dressing

Crispy Chickpea Salad, Red Gem Lettuce, Avocado, Pear Tomatoes, Pickled Red Onion, Tahini Yogurt Ranch Dressing **VEG/GF**

Roasted Maple Butternut Squash Salad with Pumpkin Seeds, Farro, Goat Cheese, Watercress, Pomegranate Seeds, Pomegranate Vinaigrette **VEG/GF**

Roasted Pear and Bleu Cheese Salad, Watercress, Candied Pecans, Shaved Baby Fennel, White Balsamic Vinaigrette **VEG/GF**

Roasted Gold and Candy Striped Beets, Red Oak Lettuce, Toasted Pine Nuts, Goat Cheese, Micro Basil, Dark Balsamic Vinaigrette, Herb Oil **VEG**

Toasted Quinoa and Barley Salad, Roasted Seasonal Vegetables, Cherry Tomatoes, Dried Cranberries, Toasted Pecans, Lemon Honey Vinaigrette **VEG**

Garden Greens with Carrot, Cucumber and Tomatoes, Balsamic or Ranch Dressing

Classic Caesar Salad with Chopped Romaine, Shaved Parmesan and Garlic Butter Croutons, Caesar Dressing

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PLATED MEALS

VEGAN | VEGETARIAN

Coconut Curry Seared Cauliflower with Rainbow Chard, Carrot, Madras Curry **(V/GF)**

Lunch: **\$44 Per Person**/Dinner: **\$54 Per Person**

Herb-Roasted Hen of the Woods Mushrooms, Butternut Squash and Yukon Potato Mash, Rainbow Chard, Saffron Roasted Fennel, Red Wine Reduction **V/GF**

Lunch: **\$49 Per Person**/Dinner: **\$58 Per Person**

Roasted Spaghetti Squash, Quinoa Ratatouille, Tuscan Kale, White Spanish Beans, Seared King Oyster Mushroom, Herb Oil **V/GF**

Lunch: **\$46 Per Person**/Dinner: **\$56 Per Person**

Sweet Corn Risotto, Fried Cauliflower, Pickled Cabbage, Salsa Verde **VEG**

Lunch: **\$46 Per Person**/Dinner: **\$56 Per Person**

Wild Mushroom Ragu with Creamy Polenta, Roasted Brussels Sprouts and Braised Purple Cabbage and Campari Tomato Chutney **VEG/GF**

Lunch: **\$55 Per Person**/Dinner: **\$65 Per Person**

SEAFOOD

Seared Alaskan Cod, Garlic Mashed Potatoes, Confit Tomato, Heirloom Carrots, English Pea Cream **GF**

Lunch: **\$55 Per Person**/Dinner: **\$69 Per Person**

Roasted Atlantic Salmon, Seared Baby Bok Choy, Forbidden Black Rice, Citrus Miso Sauce, Crispy Capers

Lunch: **\$58 Per Person**/Dinner: **\$72 Per Person**

Seared Sea Bass, Roasted Beets, Citrus, Green Beans and Almond Couscous, Clémentine Beurre Blanc

Lunch: **\$60 Per Person**/Dinner: **\$74 Per Person**

Crispy Skin Barramundi, Green Pea and Mushroom Risotto, Mushroom Jus

Lunch: **\$65 Per Person**/Dinner: **\$79 Per Person**

Roasted Striped Bass, Garlic Potato Puree, Jumbo Asparagus with Saffron Yuzu Cream Sauce **GF**

Lunch: **\$68 Per Person**/Dinner: **\$82 Per Person**

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PLATED MEALS

POULTRY

Seared Chicken Breast, Lemon and Garlic Roasted Broccoli Rabe, Citrus Caramelized Heirloom Carrots, Parmesan Potatoes, Basil Thyme Cream Sauce **GF**

Lunch: **\$50 Per Person**/Dinner: **\$60 Per Person**

Garlic and Herb Chicken Breast, Creamy Polenta, Tuscan Kale, Wild Mushrooms, Heirloom Carrots with Demi Glace **GF**

Lunch: **\$54 Per Person**/Dinner: **\$64 Per Person**

Seared Chicken Breast, Charred Heirloom Carrots, Lemon and Garlic Broccolini, Saffron and Herb Risotto, Pesto, Caprese Relish **GF**

Lunch: **\$54 Per Person**/Dinner: **\$64 Per Person**

Mary's Free-Range Roasted Chicken, Fennel Potato Puree, French Green Beans, Cipollini Onions, Black Peppercorn Brandy Reduction **GF**

Lunch: **\$56 Per Person**/Dinner: **\$66 Per Person**

Seared Crispy Skin Chicken Breast, Stuffed with Asparagus, Provolone and Spinach, Parmesan Mashed Potatoes, Baby Carrots, Citrus and Herb Chicken Jus **GF**

Lunch: **\$58 Per Person**/Dinner: **\$68 Per Person**

BEEF

Corn-Fed Grilled NY Steak, Braised Greens, Roasted Pearl Onions, Sweet Potato Puree and Chimichurri Sauce **GF**

Lunch: **\$61 Per Person**/Dinner: **\$74 Per Person**

Smoked and Braised Short Ribs, Stone Ground Grits, Garlic Green Beans, Oven Dried Tomato Demi-Glace **GF**

Lunch: **\$63 Per Person**/Dinner: **\$76 Per Person**

Bone-in Ribeye, Pommes Puree, Roasted Cherry Tomatoes, Grilled Asparagus, Bordelaise Sauce **GF**

Lunch: **\$63 Per Person**/Dinner: **\$78 Per Person**

Roasted Prime Tenderloin of Beef, Sweet Potato Puree, Sautéed Escarole, Heirloom Baby Carrots, Demi-Glace **GF**

Lunch: **\$72 Per Person**/Dinner: **\$82 Per Person**

Seared Tenderloin of Beef, Creamy Polenta, Haricot Vert, Thumbelina Carrots, and Black Garlic Demi-Glace

Lunch: **\$72 Per Person**/Dinner: **\$78 Per Person**

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DESSERTS

Please Select One of the Following:

Passion Fruit Dome

White Chiffon with layers of Passion Fruit Mousse and Passion Fruit Syrup covered with White Ganache

Chocolate Temptation

Hazelnut Crunch Base, Dark Chocolate

Torta Nocciola

Hazelnut Cream, Chocolate Cream and Praline Hazelnut Crunch Cake

Creme Brulee Cheesecake

Graham Cracker Crust and Caramel Cheesecake, Topped with Vanilla Creme Brulee

Frutti Di Bosco

Shortcrust Pastry, Chantilly cream, Sponge Cake with an Assortment of Berries

Mixed Fruit Tart

Mixed Fruit and Berries in a Butter Tart Shell with Pastry Cream

Assorted Berries (VEG)

Served with Whipped Cream

VEGAN AND GLUTEN FREE DESSERTS

Upgrade \$12 Per Person, Minimum 25 Guests

Mango Strawberry Shortcake (V/GF)

Vegan Gluten Free Sponge Cake and Vegan Mango Mousse

Passion Fruit Dome (V/GF)

Vegan Gluten Free Sponge Cake and Vegan Passion Fruit Mousse

Chocolate Dome (V/GF)

Vegan Gluten Free Sponge Cake and Vegan Chocolate Mousse

Crostata Sambuco (Vegan)

Elderberry and Raspberry Tart

Chocolate Caramel Crunch (GF)

Chocolate Cake filled with Almond Bits, Topped with Creamy Caramel, Hazelnuts and Drizzled Chocolate

Ricotta & Caffe (GF)

Ricotta Mousse, Espresso and Sponge Cake

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LUNCH BUFFET

Minimum of 25 Guests; Includes Iced Tea, Water, Regular and Decaffeinated Coffee and Assorted Herbal Teas.
Limit two hours of service.

SANDWICH BOARD

Choice of Two (2) of the Following:

- Pasta Salad
- Traditional Potato Salad
- Broccoli Slaw
- Cole Slaw
- Seasonal Fruit Salad
- Green Salad with White Balsamic Vinaigrette and Ranch Dressing
- Tomato Basil Bisque

Choice of Three Sandwich or Wrap Options

Chicken Caesar*

Grilled Sliced Chicken, Parmesan Caesar Dressing, Romaine Lettuce, Tomato

Chicken Pesto Salad*

Pesto Chicken Salad, Swiss Cheese, Lettuce, Tomato, Red Onion

Ham & Swiss

Swiss Cheese, Lettuce, Tomato, Honey Mustard

Roasted & Grilled Vegetable* VEG

Eggplant, Grilled Portobello, Zucchini, Roasted Red Peppers, Lettuce, Tomato and Cherry Balsamic Glaze

Albacore Tuna Salad*

Capers, Celery, Dill, Red Onion, Tomato, Lettuce

Roasted Turkey

Lettuce, Tomato, House Made Garlic and Chive Aioli

Tuscan-Style Turkey Breast

Mozzarella Cheese, Roasted Peppers, Roma Tomatoes, Romaine, Pesto Aioli

Roast Beef

Aged Cheddar Cheese, Lettuce, Tomato, Horseradish Sauce

Beetroot Hummus and Roasted Vegetables V

Roasted Yellow Squash, Grilled Eggplant, Red Onion, Sliced Tomato, Balsamic Glaze, Arugula and Vegan Garlic Aioli on Ciabatta

The Cali V

Chunky Avocado, Sprouts, Sliced Tomato, Cucumber, Vegan Dijonaise

**Item Can Be Made as a Wrap*

Individual Bags of Kettle Chips

Assorted Cookies and Dessert Bars

\$40 Per Person

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LUNCH BUFFET

POWER BOWL ACTION STATION

Made to Order Mexican or Moroccan-Style Protein Bowls with Two Proteins, Iced Tea, Water and Choice of Desserts, Regular and Decaffeinated Coffee and Assorted Herbal Teas. One Chef Attendant Per 100 Guests Required, **\$250** Per Attendant.

Select One:

MEXICAN QUINOA

Mixed Greens, Quinoa, Black Beans, Cherry Tomatoes, Red Onion, Roasted Baby Corn, Serrano Chiles, Avocado, Chopped Cilantro, Lime and Citrus Vinaigrette

MOROCCAN

Mixed Greens, Saffron Rice, Baby Heirloom Tomato, Dates, Couscous Tabbouleh, Olives, Cucumber, Red Onion, Carrot, Fennel, Artichoke, Cauliflower, Micro Basil, Pistachio, Feta, Roasted Red Pepper Sauce, Hummus and Tzatziki

PROTEINS

Select Two:

Herb-Marinated Grilled Chicken Breast

Citrus-Glazed Salmon

Grilled Flank Steak

Grilled Shrimp

Herb-Balsamic Roasted Portobello Mushroom

Marinated Seared Tofu

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BUFFET

Minimum of 25 Guests; Includes Iced Tea, Water, Regular and Decaffeinated Coffee and Assorted Herbal Teas. Limit two hours of service.

CLASSIC

Choice of One Salad:

Baby Spinach with Bacon, Hard Boiled Egg, Shaved Red Onion, Dried Cranberries, Bleu Cheese, Croutons, Poppy Seed Dressing

Classic Caesar Salad with Chopped Romaine, Shaved Parmesan and Garlic Butter Croutons, Caesar Dressing

Choice of Two Entrées :

Herb Crusted Red Cabbage with Crispy Chickpeas, Lemon Garlic Yogurt Sauce **VEG**

Miso Glazed Oyster Mushrooms with Hot Sesame Oil, Green Onion and Fried Garlic **Vegan**

Mary's Free-Range Roasted Chicken, Black Peppercorn Brandy Reduction **GF**

Herb Roasted Chicken Breast, Tuscan Sun-Dried Tomato Cream Sauce **GF**

Baked Salmon, Yuzu Buerre Blanc **GF**

Roasted Local Sea Bass, Lemon Basil White Wine Sauce **GF**

Smoked and Braised Short Ribs, Tomato Demi-Glace **GF**

Choice of Two Sides:

Garlic Mashed Potatoes

Lemon and Herb Rice Pilaf **GF/VEG**

Oyster Mushroom Risotto **GF/VEG**

Roasted Brussel Sprouts Balsamic Glaze

Cranberries and Bacon

Caramelized Baby Carrots **GF/VEG**

Sautéed Garlic French Beans **GF/VEG**

Artisan Rolls & Butter

Chef's Choice Seasonal Cheesecake

Fresh Sliced Fruit

Lunch: \$60 Per Person

Dinner: \$70 Per Person

MEDITERRANEAN

Choice of One Salad:

Greek Salad with Tomato, Cucumber, Shaved Red Onion, Crumbled Feta Cheese, Mixed Olives and Greek Dressing

Fattoush Salad with Romaine, Radicchio, Parsley, Dill, Cucumber, Red Radish, Tomato, Pickled Red Onions, Crispy Pita Croutons and Oregano Lemon Vinaigrette

Choice of Two Entrées :

Braised Fennel and Saffron Tomato Couscous with Caper Berries **Vegan**

Vegetable Kabobs with Chimichurri Sauce

Baked Salmon in Lemon, Garlic and Oregano Butter

Lemon and Oregano Chicken

Marinated Beef Shawarma

Pan Seared Sea Bass with Cherry Tomato Sauce and Olive Tapenade

Greek Lamb & Beef Meatballs with Tzatziki Sauce

Choice of Two Sides:

Garlic and Lemon and Herb Potatoes **GF**

Roasted Heirloom Carrots with Dukkah and Mint **GF/VEG**

Lemon and Herb Rice Pilaf **GF/VEG**

Spanakopita

Green Beans in Spicy Tomato Sauce **GF/V**

Roasted Eggplant, Chickpea, Roasted Tomato, Herbs **V**

Lemon and Herb Couscous **VEG**

Warm Pita Bread and Olive Oil

Chef's Choice of Dessert

Fresh Sliced Fruit

Lunch: \$57 Per Person

Dinner: \$67 Per Person

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FIESTA

Choice of One Salad:

Mixed Greens, Grilled Pineapple, Red Radish, Shaved Red Onion, Queso Fresco, Cilantro, Plantain Strips, Chipotle Dressing **GF**

Adobo Spiced Grilled Corn, Avocado, Roasted Pasilla Pepper, Red Onion, Romaine, Crispy Tortilla Chips, Cotija Cheese, Roasted Bell Pepper Aioli **GF**

Choice of Two Entrées:

Green Chile Queso Enchiladas **Veg**

Mojo Marinated Jackfruit, Seasonal Vegetables, Cilantro and Lime **V**

Quinoa Stuffed Poblano Peppers with Vegan Cheese **V**

Grilled Achiote Chicken Breast

Chicken Mole **GF**

Ancho Chile Braised Short Ribs **GF**

Spiced Beef Ropa Vieja **GF**

Pork Chile Verde **GF**

Mexican Rice

Refried Beans

Tri-Color Crispy Tortilla Chips

Salsa Fresca, Guacamole, Sour Cream, Shredded Cheddar Cheese
Corn and Flour Tortillas

Choice of Two:

Churros

Mexican Wedding Cookies

Fresh Sliced Fruit

Lunch: \$54 Per Person

Dinner:\$68 Per Person

ASIAN

Choice of One Salad:

Japchae Noodles with Carrots, Bell Peppers, Green and Red Onions, Mushrooms, Tofu **GF /VEG**

Spicy Cucumber Salad **V**

Lychee & Tatsoi Salad, Cucumber, Shaved Carrots, Watermelon Radishes, Edamame with Mango Vinaigrette **GF**

Chinese Chicken Salad with Ginger-Soy Dressing

Choice of (2) of the Following Entrees:

Orange Scented Chicken

Sweet and Savory Honey Garlic Chicken

Stir Fry Beef and Broccoli

Pad Thai Noodles with Grilled Chicken, Beef or Broccoli

Baked Tofu in Peanut Sauce

Spicy Korean Chicken Bulgogi

Choice of Two Sides:

Vegetable Chow Mein

Crispy Vegetable Spring Rolls

Vegetable Fried Rice

Vegetable Thai Red Curry

Sweet Chili Green Beans

Steamed Jasmine Rice

Chef's Choice of Dessert

Fresh Sliced Fruit

Lunch: \$54 Per Person

Dinner:\$72 Per Person

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BUFFET

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ITALIAN

Choice of One Salad:

Classic Caesar Salad

Panzanella Salad with Ripe Tomatoes, Crispy Garlic Croutons, Fresh Mozzarella, Fresh Italian Herbs and a Tangy Balsamic Vinaigrette **VEG**

Chopped Italian, Romaine, Salami, Bocconcini Pearls, Tomato, Cucumber, Red Onion, Pepperoncini, Red Wine Vinaigrette

Choice of Two Entrées:

Herb -Roasted Cauliflower with Spicy Puttanesca Sauce **GF**

Slow-Cooked Plant-Based Crumbled Beef Alternative Bolognese with Garden Vegetables in Tomato Sauce with Gluten-Free Pasta **GF**

Chicken Breast with Mushroom and Marsala Demi Glace

Chicken Parmesan with Hearty Marinara and Mozzarella

Eggplant Roulade with Mushrooms, Basil, Ricotta, Marinara Sauce **GF/VEG**

Salmon with Lemon Caper Sauce **GF**

Braised Short Ribs with Sundried Tomato Demi Glace **GF**

Slow Cooked Beef Bolognese with Garden Vegetables in Tomato Sauce with Rigatoni Pasta

Choice of Two Sides:

Wild Mushroom Risotto

Penne Pasta Pomodoro

Cavatappi Pasta with a Pesto Cream Sauce

Roasted Broccolini with Garlic, Chili Flakes & Lemon Zest **GF/V**

Italian Herb Roasted Vegetables, Balsamic Glaze **GF/V**

Artisan Rolls and Butter

Choice of Two:

Mini Cannoli

Mini Tiramisu

Fresh Sliced Fruit

Lunch: \$54 Per Person

Dinner:\$68 Per Person

FIRE UP THE GRILL

Choice of Two Salads:

Traditional Picnic Potato Salad with Celery, Red Onion, Mayonnaise, Dijon Mustard **VEG**

Tangy Fresh Pasta Salad with Oregano Dressing, Roasted Bell Peppers, Black Olives **VEG**

Shredded Broccoli Slaw with Carrots, Cranberries and a Creamy Coleslaw Dressing **VEG**

Sweet and Tangy Apple Cider Cole Slaw

Garden Green Salad, Carrot, Cucumber and Tomato, Ranch **VEG/GF** and Balsamic Vinaigrette **V/GF**

Choice of Two Entrées:

BBQ Chicken Quarters

Coffee Rubbed Pork Ribs with Sticky Barbecue Sauce

Coffee Crusted & Grilled Beef Tri Tip

BBQ Pulled Jackfruit **V**

Angus Beef Hamburgers with Buns

Plant-Based Beef Burgers with Buns **VEG**

Choice of Two Sides:

Macaroni and Cheese

Garlic Mashed Potatoes

Baked BBQ Beans

Grilled Vegetables **GF/V**

Corn on the Cob **GF/V**

Corn Bread and Butter

Chef's Choice Seasonal Fruit Tart

Fresh Sliced Fruit

Lunch: \$57 Per Person

Dinner:\$70 Per Person

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RECEPTION PLANNING

Menu selections for your reception are just as important as the main event. At USC Private Events & Conferences, we can work with you to create a custom reception menu that will set the stage for the evening and compliment your selected meal. This is the first chance to please the palate with taste sensations of things to come.

When hosting a reception before dinner, a good rule of thumb is to allow four to five pieces of hors d'oeuvres per guest. If you are serving hors d'oeuvres in lieu of dinner, we recommend eight to ten items per guest, along with two displays or action stations. The allocation of hot items to cold is generally two to one. Please inquire with your sales manager for further assistance with menu planning. Tray-passed hors d'oeuvres require additional servers at **\$150 each** per 25 guests.

HORS D'OEUVRES

Minimum of 35 Servings Per Item; Priced Per Piece

COLD

Truffle White Bean with Roasted Fennel on Crostini **V \$6**

Broccoli Lollipop, Yuzu Jalapeno Aioli with Crispy Rice **V \$7**

Cucumber Cups with Roasted Red Pepper Hummus and Chef Blend Microgreens **V/GF \$6**

Goat Cheese, Roasted Pristine Grapes and Olive Bruschetta Crostini **VEG \$6**

Charred Broccoli with Garlic Ricotta, Hot Honey on Crostini **VEG \$6**

Roasted Pepper Hummus, Sautéed Wild Mushrooms, Kale, Pine Nuts on a Crostini **VEG \$6**

Potato Brandade, Olive Tapenade, Micro Cilantro, Crostini **VEG \$9**

Esquites, Tajin, Chili Pearls, Cotija Cheese on a Corn Chip **VEG \$9**

Dungeness Crab with Green Goddess Dressing, Garlic Aioli, Avocado and Jicama on a Spoon **GF \$11**

Sesame Crusted Tuna with Spicy Aioli **GF \$11**

Smoked Salmon, Boursin, Lemon Oil, Crispy Caper, Dill on a Rosemary Crostini **\$11**

Sweet Shrimp, Citrus Miso Aioli, Togarashi, Rayu on a Spoon **\$11**

Pastrami Spiced Beef Tartar, Dijon Tarragon Aioli, Fried Capers, Rye Toast **\$11**

Bacon and Onion Marmalade with Brie on a Crostini **\$10**

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RECEPTION

HORS D'OEUVRES

Minimum of 35 Servings Per Item; Priced Per Piece

HOT

Crispy Risotto Bites Arrabbiata Sauce **VEG \$8**

Black Truffle and Comté Grilled Cheese **VEG \$7**

Carrot Ginger Soup Shooter **Vegan/GF \$7**

Vegetable Curry Samosa **Vegan \$8**

Vegan Thai Spring Roll with Chili Dipping Sauce **\$8**

Vegetarian Mushroom Wellington **VEG \$8**

Gaufrette Potato with Pastrami Smoked Salmon **GF \$11**

Fried Shrimp Toast with Sweet and Spicy Sauce **\$11**

Spiced Chicken and Vegetable Samosas **\$10**

Tandoori Chicken Satay with Yogurt Garlic Sauce **GF \$11**

Fried Chicken Slider with Garlic Aioli and Pickle Chip **\$10**

Angus Beef Slider with Mustard, Ketchup and Pickle Chip **\$11**

Bulgogi Beef Egg Roll with Kimchi and Cilantro Onion Relish **\$10**

Seared Ancho Filet, Shaft Blue Cheese, Caramelized Onions, Pine Nuts, Herbed Crostini **\$11**

Charred Tenderloin, Sweet Pepper, Tonkatsu, Yuzu Cream, Sesame Toast **\$11**

Baby Lamb Chops with Garlic Chimichurri **GF \$12**

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RECEPTION

DISPLAYS

Minimum of 25 Servings Per Item

Farmers Market Vegetable Crudité

Fresh Seasonal Vegetables with an Assortment of Dips to include Hummus and Roasted Tomato Ranch and Romesco Sauce

\$15 Per Person

Imported & Domestic Cheese Selection

Chef's Selection of Imported and Domestic Cheeses Garnished with Dried Fruit, Honey, Mixed Nuts Served with Assorted Breads and Crackers

\$26 Per Person

Charcuterie Board

An Array of Sliced Cured Meats, Domestic and Imported Cheeses, Vegetables, Pickles, Olives and Mustards with Honey, Fresh Artisan Breads, Crackers, Lavosh and Breadsticks

\$32 Per Person

CARVING BOARD

Requires Chef Attendant Fee of **\$250 Per Chef** (One Chef Attendant Required Per 75 Guests)

Minimum 35 Guests Per Order

Whole Roasted Tenderloin of Beef

Miniature Rolls, Whole Grain Mustard, Herb Aioli and Fresh Horseradish

\$24 Per Person

Marinated Grilled Tri Tip

Miniature Rolls, Whole Grain Mustard, Garlic Aioli, Demi-Glacé

\$20 Per Person

Slow Roasted Prime Rib

Grilled Ciabatta, Fresh Horseradish, Sour Cream, Béarnaise and Au Jus

\$22 Per Person

Whole Roasted Rosemary and Garlic Leg of Lamb

Miniature Rolls, Whole Grain Mustard, Herb Aioli and Fresh Horseradish

\$22 Per Person

ENHANCEMENTS

Garlic Mashed Potatoes, **\$6 Per Person VEG/GF**

Sautéed Haricot Verts with Caramelized Onions, **\$6 Per Person V/GF**

Baked White Truffle Mac and Cheese **\$8 Per Person**

Maple Glazed Country Ham

Buttermilk Biscuits, Honey - Dijon Sauce, Apple-Ginger Compote

\$21 Per Person

Dry-Rubbed Pork Loin

Miniature Rolls, Whole Grain Mustard, Garlic Aioli and Apple Butter

\$20 Per Person

Roasted Whole Turkey

Miniature Rolls, Garlic Aioli, Fresh Cranberry Sauce and Giblet Gravy

\$18 Per Person

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RECEPTION

RECEPTION PACKAGES

All theme stations are priced per person based on a two-hour reception. Minimum of 40 Guests.

Chef Attendant Fee of **\$250 Per Chef** (One Chef Attendant Required Per 75 Guests)

Panini Bar

Served in Chafers, Select Three Options From the List Below:

Portobello Mushroom, Roasted Red Pepper, Red Onions, Sliced Zucchini, Pesto Sauce on Sundried Tomato Bread **(VEG)**

Roasted Turkey Breast, Cranberry, Smoked Bacon & Brie Cheese on Italian Ciabatta

Smoked Pastrami, Sauerkraut, Swiss Cheese & Russian Dressing on Marble Rye

Short Rib, Shaved Gruyere Truffle Cheese, French Onions and Herbed Aioli on Sourdough

Garlic Herb Sliced Roast Beef, Swiss Cheese, Red Onion

\$28 Per Serving

Street Taco Station

Chef Attendant Required

Freshly Prepared Marinated Chicken, Carne Asada and Taco-Seasoned Quinoa Crumbles Street Tacos

Served with Tri Color Tortilla Chips, Salsa, Pico de Gallo, Diced Onions and Cilantro

\$26 Per Person

Risotto Station

Chef Attendant Required

Creamy Arborio Rice

Wild Garlic and Thyme Mushrooms

Bell Pepper, Onion and Garlic Sofrito

Sweet Green Peas

Diced Tomatoes

Grated Green and Yellow Squash

Fresh Herbs

Shaved Parmesan Cheese

Diced Grilled Chicken Breast

Garlic Marinated Shrimp

\$32 Per Person

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RECEPTION

Pasta Station

Chef Attendant Required

Cheese Tortellini, Penne, Farfalle

Grilled Vegetable Marinara Sauce, Alfredo Sauce, Basil Pesto Sauce, Bolognese Sauce

Accompanied by Diced Tomatoes, Parmesan Cheese, Red Pepper and Garlic Bread

\$26 Per Person

Add Shrimp Scampi **\$12 Per Person**

Slider Bar

Includes Three Pieces Per Serving, Maximum Three Options From the List Below:

Impossible Slider with Lettuce, Tomato, Pickle, Thousand Island Sauce **(VEG)**

Banh Mi Marinated Portobello, Pickled Carrots and Radish, Thinly Sliced Cucumber and Jalapeno with a Spicy Peanut Dressing, Fresh Cilantro on Mini Brioche Bun **(VEG)**

BBQ Pulled Jackfruit with Broccoli Slaw on Mini Brioche Bun **(VEG)**

Crab Cake Slider with Sliced Tomato, Dill Cream Aioli and Arugula

Nashville Hot Chicken, Garlic Aioli and Pickle Chip

Angus Beef Slider, Mustard, Ketchup and Pickle Chip

\$28 Per Person

Flatbread Bar

Select Three Options From the List Below:

Caprese Flatbread, Fresh Mozzarella, Marinara, Cherry Tomatoes, Fresh Basil, Olive Oil

Wild Mushroom and Crispy Artichoke Flatbread, Alfredo Sauce, Shredded Mozzarella, Truffle Oil, Chopped Parsley

Pepperoni Flatbread, Marinara Sauce, Shredded Mozzarella, Pepperoni

Fig and Prosciutto Flatbread, Marinara Sauce, Goat Cheese, Micro Arugula

Chorizo Flatbread, Caramelized Onion and Poblano Peppers, Monterey Jack Cheese, Roasted Corn

Harissa Shrimp, Chopped Broccoli, Roasted Tomato, Crème Fraiche, Chili Flake

\$28 Per Person

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BAR SERVICE

Requires **\$250** Bartender Fee Per Bar
One Bar Required Per 100 Guests

Premium

Grey Goose® Vodka
Don Julio® Blanco Tequila
Maker's Mark® Kentucky Bourbon
Red Breast® Irish Whiskey
Bombay Sapphire® Gin
Johnny Walker® Black
Glenlivet® Founders

\$15 Per Drink

Call

Tito's® Vodka
Cazadores® Blanco Tequila
Jack Daniel's® Tennessee Whiskey
Jameson® Irish Whiskey
Tanqueray® Gin
Bacardi® Silver Rum
J&B® Scotch

\$12 Per Drink

Beer/Seltzer

Craft: Firestone 805®, Lagunitas IPA®, Stella Artois®,
Blue Moon®

\$10 Per Bottle

Imported: Corona®, Heineken®, Pacifico®,
Modelo®, Dos XX®

\$9 Per Bottle

Domestic: Coors Light®, Miller Lite®, Michelob Ultra®,
Golden Road Mango Cart®, Truly® Berry

\$8 Per Bottle

Premium Wine

Selection of Pasqua Proseccos and J. Lohr Varietals

\$15 Per Glass

\$75 Per Bottle

House Wine

Selection of Veuve Devienne Sparkling Wines and
Shaw Organic Varietals
Opia Non-Alcoholic Chardonnay

\$12 Per Glass

\$60 Per Bottle

Soft Beverages

Custom Mocktails

\$8 Each

Assorted Coke® Products

\$4 Each

Assorted Fruit Juices

\$4 Each

Bottled Sparkling Water

\$5 Each

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WINE LIST

Sparkling

Jacquart Brut Mosaïque, NV, France	\$98 per bottle
Drappier Carte d'Or Brut, NV, France	\$121 per bottle
Veuve Clicquot Yellow Label Brut, NV, France	\$235 per bottle

White

Whitehaven Sauvignon Blanc, 2021, New Zealand	\$70 per bottle
Raeburn Chardonnay, 2021, Russian River Valley	\$75 per bottle
Balletto Sauvignon Blanc, 2021, Russian River Valley	\$80 per bottle
Livio Felluga Pinot Grigio, 2021, Italy	\$85 per bottle
Chateau De La Roche, 2021, France	\$89 per bottle
Stags Leap Aveta Sauvignon Blanc, 2021, Napa	\$90 per bottle
Atmosphere Sancerre, 2022, France	\$92 per bottle
Pascal Jolivet Blanc Fumé, 2020, France	\$105 per bottle
Cloudy Bay Sauvignon Blanc, 2022, New Zealand	\$112 per bottle
Trefethen Chardonnay, 2020, Napa	\$118 per bottle

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WINE LIST

Rose

Bethel Road (Organic), 2021, Paso Robles	\$85 per bottle
Lobo, 2020, Napa	\$85 per bottle

Red

Inception Cabernet Sauvignon, 2018, Paso Robles	\$70 per bottle
Gaia Malbec (Organic), 2019, Argentina	\$80 per bottle
Raeburn Pinot Noir, 2021, Russian River Valley	\$85 per bottle
J. Lohr Hilltop Cabernet Sauvignon, 2020, Paso Robles	\$90 per bottle
Le Vigne Merlot, 2019, Paso Robles	\$90 per bottle
The Big Easy Red Blend, 2019, Santa Barbara	\$95 per bottle
Falcone Cabernet Sauvignon, 2020, Paso Robles	\$105 per bottle
Glaetzer Bishop Shiraz, 2018, Australia	\$105 per bottle
Louis M. Martini Cabernet Sauvignon, 2019, Napa	\$145 per bottle
Justin Isosceles Bordeaux Style Blend, 2019, Paso Robles	\$189 per bottle
Nickel and Nickel Cabernet Sauvignon, 2019, Napa	\$255 per bottle

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CATERING & EVENT POLICIES

Booking Confirmation

USC Private Events & Conferences requires a signed catering agreement and an approved method of payment on file in order to confirm your event.

Deposit and Payment

Deposit is waived for USC Groups paying with internal funds. We require a 25% deposit for non-university groups or for those groups paying by credit card, check, or ACH wire transfer. We do not accept cash or personal checks.

Food & Beverage

All food and beverage that is to be served within our venues must be supplied and or prepared by USC Private Events & Conferences. No food or beverage of any kind will be permitted to be brought into any banquet/meeting room by any attendee. Our policy also strictly prohibits the removal of food from any catered function by any attendee.

Menu Selection

Menu selection and set-up requirements must be completed thirty (30) days prior to arrival. Upon receiving your menu and set-up requirements,

Alcoholic Beverages

The University has expectations concerning alcohol use on campus which directly correspond to California and Los Angeles laws and ordinances. For events with alcoholic beverage services, please note:

- All beverages will be dispensed by one of our trained servers and/or beverage attendants.
- We will request proper identification from any person of questionable age and refuse alcoholic beverage service to minors, or those who cannot provide valid proof that they are of legal drinking age (21 years or older).
- We reserve the right to refuse alcoholic beverage service to any person, who, in USC Private Events & Conferences' judgment, appears intoxicated.
- Any event being sponsored or hosted by a campus individual, university-recognized group, department, or office, must get approval to serve alcohol. USC Private Events & Conferences will help facilitate alcohol approval forms for any events contracted in our venues.

For more information regarding USC's alcohol and event planning policy, please visit:

[USC Alcohol Request Form for USC Departments and Outside Organizations](#)

[USC Alcohol Request Form for Student Organizations](#)

[USC Alcohol Service Guidelines and Requirements](#)

Final Guarantee

At least five (5) business days before your event, you must inform us, in writing, of the exact number of people who will attend your event. The arrangements set forth on the BEO will serve as the final arrangements for your event. We will not serve more than 3% more than this guaranteed minimum. Final guarantee is not subject to reduction.

USC Private Events & Conferences

840 Childs Way, Suite #404 | Los Angeles, CA 90089 | (213) 740-5956 | uscprivateevents.com | private.events@usc.edu

As of July 1, 2024, a service charge of 23% will apply to all food and beverage revenues. Of this fee, 19% is distributed to the servers of your event and 4% is distributed as an administration fee. A service charge of 23% will also apply to additional items indicated on your BEO, such as, but not limited to, audio visual, rentals and florals. This fee, in its entirety, is distributed as an administration fee, it is not distributed to servers of your event. © July 2024 USC Hospitality

CATERING & EVENT POLICIES

Service Charge

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Room Configurations

Available room configurations are based on the capacity and furniture needs for the event or meeting being requested.

Audio Visual

USC Private Events & Conferences is the exclusive provider of Audio Visual equipment and services in all USC Hospitality operated venues,

including Town & Gown, University Club, Vineyard at Davidson Conference Center, Health Sciences Conference Center, USC Hotel and all USC Restaurants. Outside Audio Visual equipment or services are not permitted to be brought into our facilities without written pre-approval.

Parking

USC Private Events & Conferences will be happy to facilitate your parking reservation. All efforts will be made to secure parking for your group in a structure that is close to your event site. Parking will be added to the final bill and applicable service charges will apply. Parking is governed by USC Transportation. Fees are subject to change. Please adhere to all parking rules and regulations while parking on the USC campus. USC Private Events & Conferences is not liable for any fines or citations incurred.

Decorations, Banners, Displays & Signage

Banners or display items may not be affixed to any stationary wall, floor, or ceiling with nails, staples, or tape unless approved. No stakes are permitted in outdoor areas. Damage that is incurred from the aforementioned items will be charged to final bill.

All displays and decorations are subject to approval by USC Private Events & Conferences. Any personal property of guests or exhibitors brought onto the premises either prior to or following the event, are at sole risk of the guests and USC shall not be liable for any loss or damage to the property for any reason. All equipment, decorations, etc. provided by the group must be brought into the event space during the reservation's start time and removed immediately following the event and before the reservation's end time. A clean up fee may be applicable for any event collateral left behind.

Prohibited Items

Use of glitter, confetti, fog machines, bubble machines, incendiary devices and pyrotechnics in USC Private Events & Conferences venues are strictly prohibited.

The university is committed to promoting a healthy, safe and comfortable environment for all students, faculty, staff and visitors. As of January 10, 2017, smoking is prohibited in all indoor and outdoor facilities on university owned and leased property with no exception, including within vehicles parked on those properties.

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CATERING & EVENTS POLICIES

University Event Permit

In addition to the arrangements the Customer is making with USC Private Events & Conferences, the Customer will need to obtain approvals from other offices of the University. The University may cancel the event if all required approvals have not been obtained at least two weeks before the event. Some departments require additional paperwork and fees. These additional approvals include the following:

- **Security:** The Department of Public Safety. Customer must contact the USC Department of Public Safety (“DPS”) no less than two weeks before the event. DPS will determine whether the event will require any fees and special security to protect the University’s property, students, faculty, staff, and visitors.
- **Facilities Planning & Management.** Events taking place in outdoor areas or having special electrical or custodial needs must be approved by the University’s Facilities Planning & Management department. Fees may apply. Please note: USC Private Events & Conferences does not process event waste or provide pre- or post-event clean up in outside venues unless contracted to do so.
- **USC Transportation Services.** An event being attended by persons coming to the University’s campus specifically for the event may require a parking reservation and must be approved by the University’s Transportation and Parking Management
- **Fire Safety and Risk Management.** Events may require special permits or other safety measures, determined by the University’s Fire Safety and Risk Management Department.
- **Cultural Relations and University Events.** Events involving political leaders, dignitaries, and celebrities must obtain clearance from the office of Cultural Relations and University Events.
- **Campus Filming Office.** Events being recorded and/or photographed must obtain the approval of the University Campus Filming Office. Additional broadcast and recording permits may be required.
- **USC Hospitality:** USC Private Events & Conferences will help facilitate catering and alcohol approvals for any events conducted within our operated venues.

Prior to confirming your event, please visit <https://dps.usc.edu/services/usc-events-permit-application/> to begin the event registration process.

Insurance

Non-USC clients must submit a Certificate of Insurance to USC Private Events & Conferences at least three (3) business days prior to arrival. The certificate must include:

- The University of Southern California as additional insured
- Policy dates covering the period of your event
- Minimum coverage as specified in your USC Private Events & Conferences catering agreement

A Certificate of Liability Insurance for special events in an institution-owned facility can be purchased through [URMIA TULIP PLUS](#).

[Instructions](#) on how to use the TULIP program to obtain a quote and purchase insurance for your event.

If your event involves any of the *Ineligible Hazards and Activities*, please contact USC Private Events & Conferences directly and we will work with USC Risk Management to determine what kind of additional approvals and event coverage is needed.

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