



**Pilgrim Heights
Camp & Retreat Center**

Catering Guide

General Information

Office Hours

Office hours are Monday through Friday from 9:00 am to 5:00 pm or by appointment.

Contact Us

Website: www.PilgrimHeights.org.

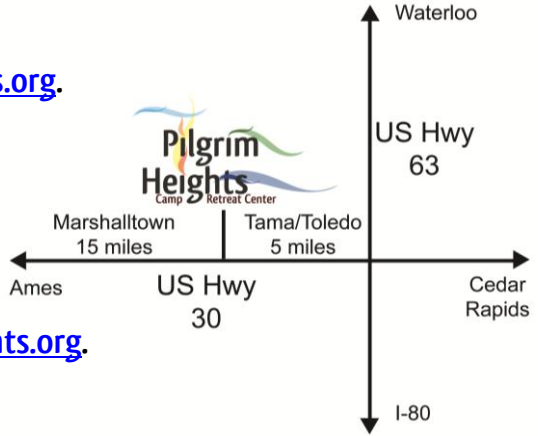
Phone: (641) 492-6165.

Fax: (641) 492-6289.

Email: Catering@PilgrimHeights.org.

See Map to the right
for general location.

½ mile North on E Ave.



Please set an appointment to discuss your needs, and how our staff can best serve them.

Standard Meal Times

Breakfast – 8:00 am

Lunch – 12:00 pm

Dinner – 5:30 pm

This Catering Guide provides a list of our standard menu options; but is by no means an exhaustive list of menu options.

Catering Policies & Procedures

Prices

Menu prices are based on current market conditions and are subject to change. Price quotations cannot be guaranteed unless a contract has been signed.

Placing your order

Catering orders may be placed via email (first preference), telephone, or in person. Email orders should be sent to Catering@PilgrimHeights.org. Telephone orders should be placed at (641) 492-6165.

- Catering orders are not booked or confirmed until we contact you with a confirmation.
- Proper notice enables us to adequately order, staff, and plan for you event. We require three (3) business days notification for reservations of events with meals functions and five (5) business days notice for all groups of 75 persons or more.

Menu & Guest Count Changes

Any changes to menu selections, guest counts, and other event details must be confirmed no less than three (3) business days prior to the event date.

Dietary Restrictions

In the interest of providing a safe and enjoyable catering experience, it is important that our guests make Pilgrim Heights Catering fully aware of any guest dietary restrictions, food sensitivities and/or allergies in advance.

China Usage

Formal service ware (china, silverware, and glassware) is available for catered events. We are able to provide formal service ware for up to 200 persons at any one time.

Catering Policies & Procedures

Tables & Room Setup

Pilgrim Heights does supply tables and chairs for 270 persons. At this time we have 6' rounds for 220, or 8' rectangles for 260, and chairs for 270 persons.

Alcoholic Beverage Service

If you plan to offer alcoholic beverages as part of your catered event, please be mindful of the following:

It is your responsibility to provide the alcohol serviced.

Pilgrim Heights staff is not able to serve alcohol at the event, so you must provide your own bartenders to provide this service.

You must show proof of homeowners insurance, which will cover any damages incurred while the event takes place. A copy of your homeowners insurance will be kept on file in our office till after the event.

Payment for Catering Services

Clients must provide a 50% down payment on the contract on the day of booking.

Pilgrim Heights is a non-profit retreat center, so we are able to provide catering with No Added Tax or Gratuity.

Payment in full must be received on or before the day of the event.

Cancellation of Event

Event cancellations with less than thirty (30) days notice will only receive half of the 50% down payment back. If event is cancelled sixty (60) days before the client will receive all of the down payment back.

Acceptance of Policies & Terms of Contract

By signing this form, I acknowledge that I have read this document, and that I understand and agree to the terms and policies set forth within this contract. As a representative of my group, I accept responsibility for liability, for accident or injury, to any and all members of my group and will see to it that these policies are adhered to by the members of my group.

I consent and authorize Pilgrim Heights to use photographic images of myself and the other members of my group, for official Camp and Retreat Center use, without compensation.

Signed: _____

Date: ____ / ____ / ____

Please make a copy of this document for your records.

Confirmation of your reservation will be sent to you, by mail, upon receipt of this document & a deposit.

Catering Order Form

Today's Date: ___/___/___

Name of Contact Person: _____

Billing Address: _____

City _____ State _____ Zip _____

Home Ph () _____ Cell Ph () _____

Email: _____

Meal Request - Day 1: ___/___/___

	Meal Time	Meal Option & Side Dishes	Count
Breakfast			
AM Snack			
Lunch			
PM Snack			
Dinner			
Evening Snack			

Meal Request - Day 2: ___/___/___

	Meal Time	Meal Option & Side Dishes	Count
Breakfast			
AM Snack			
Lunch			
PM Snack			
Dinner			
Evening Snack			

Please Attach Additional Sheets If Needed.

Appetizer Options

\$1.00 per person...

- Cucumber Sandwich
- Spinach Dip
- Humus
- Vidalia Onion Tarts
- Stuffed Cheese Puffs
- Italian Party Appetizers
- Prosciutto Pinwheels
- Crab Rangoons

\$1.75 per person...

- Mini Quiche
- Spinach Pastry
- Vegetable Tray
- Meat Balls
- Stuffed Mushrooms
- Stuffed Cherry Tomatoes
- Gorgonzola Phyllo Cups
- Pork & Veggie Potsticker
- Tomato Stuffed Phyllo Cups
- Spinach Stuffed Phyllo Cups
- Egg Rolls

\$2.50 per person...

- Baked Brie
- Chicken Satay
- Fruit Tray
- Antipasto
- Cheese Tray
- Bruschetta
- Shrimp w/Cocktail Sauce
- Fig & Ham Pinwheels

Breakfast Options

\$5.00 per person...

- Assorted Fresh Muffins
- Cinnamon Rolls
- Doughnuts
- Assorted Pastries
- Bagels w/cream cheese

Also includes beverages, (coffee, tea, milk, juice, and water) and fresh fruit.

\$6.00 per person...

- Pancakes
- French Toast
- Egg Strata Casserole

Also includes beverages (coffee, tea, milk, juice, and water), fresh fruit, cold cereal, and your choice of breakfast meat.

\$7.00 per person...

- Vegetarian or Ham Quiche
- Breakfast Quesadillas
- Eggs Benedict

Also includes beverages (coffee, tea, milk, juice, and water), fresh fruit, cold cereal, and your choice of breakfast meat.

Lunch Options

\$7.00 per person...

- Baked Potato Bar
- Hamburgers
- Walking Tacos
- Sub Sandwiches
- Pizza
- Fish Sandwich
- Spaghetti with Meat Balls
- Pulled Pork Sandwiches
- Soup & Salad
- Soup & Sandwiches

Also includes beverages (coffee, tea, milk, and water), one side and salad. (no other sides with Soup Combos)

\$9.00 per person...

- Tossed Cobb Salad
- Beef Bolognese
- Creamy Chicken Alfredo
- Carved Stuffed Chicken Breast
- Ham
- Smoked Turkey Breast
- BBQ Beef
- Baked Ziti
- Tilapia

Also includes beverages (coffee, tea, milk, and water), two sides, and salad.

Dinner Options

\$7.00 per person...

- Cold Meat Sandwiches
- Pulled Pork Sandwiches
- Spaghetti with Meat Balls
- Lemon-Rosemary Chicken Thighs
- Chicken Enchiladas

\$9.00 per person...

- Pork Loin
- BBQ Beef
- Baked Ziti
- Tilapia
- Carved Stuffed Chicken Breast
- Creamy Chicken Alfredo

\$12.00 per person...

- Beef Roast
- Italian Sausage & Spinach Lasagna
- Lasagna Primavera
- Pasta Royal
- Ham Steak
- Smoked Turkey Breast

Dinner Options

\$15.50 per person...

- Beef Kabobs
- Balsamic Roasted Chicken Halves
- Chicken Kabobs
- Sirloin
- Stuffed Chicken Breast

\$20.50 per person...

- Roast Prime Rib
- Cornish Game Hens
- Beef Tenderloin
- Surf and Turf
- Salmon

ALL Dinners include: bread, house salad, a vegetable, a starch, and beverages (coffee, tea, lemonade, and water).

Side Dishes

Starches...

- Mashed Potatoes & Gravy
- Tri-Color Pasta Salad
- Pasta w/Tomatoes & Mozzarella
- Broccoli Rice Casserole
- Simmered Italian Rice
- Fettuccine Alfredo
- Baked Mac & Cheese
- Potato Salad
- Roasted Seasoned Potatoes
- Cheesy Potatoes
- Cranberry Waldorf Salad
- Sautéed Apples

Vegetables...

- Cole-slaw
- Baked Beans
- Green Bean Almandine
- Sweet Potato Casserole
- Peachy Sweet Potatoes
- Sautéed Corn w/Tomatoes & Basil
- Cucumber Salad
- Snow Pea & Carrot Sauté
- Italian Vegetable Medley
- Green Bean Casserole
- Glazed Carrots
- Roasted Fall Vegetables

Dessert Options

\$1.75 per person...

- Baked Apples
- S'mores
- Rice Crispy Treats

\$2.50 per person...

- Fresh Baked Cookies
- Decadent Brownies
- Bars
- Fruit Cobbler
- Cupcakes

\$4.00 per person...

- Banana Splits
- Gourmet Cakes
- Cheese Cakes
- Spiral Apple Tart
- Raspberry Cream Cheese Tart

Snack Options

\$1.75 per person...

- Veggie Tray
- Popcorn
- Trail Mix
- Smoothies

\$2.50 per person...

- Meat and Cheese Tray
- Fruit Tray
- Peach Yum Yums
- Dough Boys
- Banana Boats

Snack options include beverage coffee, tea, and water.

Notes



3005 E. Avenue

Montour, IA 50173

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