# **UNIVERSITY CONTRACT AWARD**

### DATE ISSUED: July 18, 2023

COMMODITY: Venue, Catering and Lodging (Hartford area) CONTRACT#: UC-24-KA120922-D FOR THE UNIVERSITY OF CONNECTICUT- ALL CAMPUSES, UCHC, AND CCPG MEMBERS

### Payment Terms: See Below

### TERMS OF CONTRACT:

- A. The University of Connecticut will issue purchase orders as required for the purchase of catering and venue requirements. Payment may also be made via a University issued Travel Card. A quote must be issued to the UConn representative referencing the Contract # and reflecting the discount (if applicable).
- B. The term of this contract shall be from July 18, 2023, to June 30, 2026, with options to renew for two (2) additional one (1) year terms upon the agreement of the parties.

1 <sup>st</sup> Extension	7/1/2026 to 6/30/2027	
2 <sup>nd</sup> Extension	7/1/2027 to 6/30/2028	Final

### NAMES AND ADDRESSES OF AWARDEE:

### **Forge City Works**

227 Lawrence Street Hartford, CT 06106 Ph 860-727-8752 Contact: Janae Smith Email: janae@firebyforge.com

### Payment Terms: 2% 15, Net 45

### **Cancellation Policy:**

Cancellations on the day of the event will result in a charge of 100% of the total bill. Any cancellation received within 7 days of the event will be, charged for 50% of the total bill or, rebooked within the same calendar year at no charge. Severe Weather Policy: The Kitchen defines Severe Weather as a closure of the State of Connecticut, Interstate or other road closures, or other Acts of God (tornado, earthquake, etc.) Any cancellation received within 24 hours of an event due to severe weather will result in a charge of 30% of the bill (food and beverage only; does not include any room charges) to cover the cost of food. Any cancellation made more than 24 hours prior to the event will be rebooked or refunded.

Additional Menus and Pricing attached \* Waived delivery fee in Hartford

Additional information/pricing based on awarded proposal response:

	Forge City Works
Response Notes	
Group 2.4: Venue Facility: Price/ Fee Structure	
2.4.1 Small Room (Up to 25 guests) - In text provided, indicate the size of room(s) available, their maximum capacity, room cost and which Venue Set-Up Scenarios they can accommodate (See Sections 2.3.6 - 2.3.10)	At The Lyceum Conference & Event Center at 227 Lawrence Street, Hartford CT. Wheaton room (meeting space for up to 25) Cost: Half-Day (4 hours or less)\$150.00 Full Day (5 to 8 hours) \$225.00 Additional Hours beyond Agreement \$25.00 per hour Features: Microsoft Surface Hub 2s for video conferencing with audio teleconferencing add-on White board Wireless Internet access Setup: conference / hollow square
2.4.2 Midsized Room (Between 25 - 75 guests) - In text provided, indicate the size of room(s) available, their maximum capacity, room cost and which Venue Set-Up Scenarios they can accommodate (See Sections 2.3.6 - 2.3.10)	At The Lyceum Conference & Event Center at 227 Lawrence Street, Hartford CT. Conference Center 2 (meeting space for up to 52) Cost: Half-Day (4 hours or less) \$300.00 Full Day (5 to 8 hours) \$400.00 Option to rent both Conference Centers 1 & 2 Half-Day \$500.00 Full Day \$600.00 Additional Hours beyond Agreement \$25.00 per hour 6 round tables which seat 6 2 round tables which seat 8 Features: 2 Banquette Stations for Food and Beverages Podium Public Wi-Fi Intimate Lounge/Meeting Space with Wi-Fi and a View Handicap Accessible Setup: conference / hollow square; E / U / T shapes; rounds; theater

2.4.3 Large Room (Greater than 75 guests) - In text provided, indicate the size of room(s) available, their maximum capacity, room cost and which Venue Set-Up Scenarios they can accommodate (See Sections 2.3.6 - 2.3.10)	At The Lyceum Conference & Event Center at 227 Lawrence Street, Hartford CT. Conference Center 1 (meeting space for up to max 180) Cost: Half-Day (4 hours or less) \$400.00 Full Day (5 to 8 hours) \$500.00 Option to rent both Conference Centers 1 & 2 Half-Day \$500.00 Full Day \$600.00 Additional Hours beyond Agreement \$25.00 per hour Features: Projector (with HDMI laptop connectors) and 10-foot screen State of the art audio/visual system 2 Balconies Podium and Microphones Public Wi-Fi Registration Space Prep Kitchen Handicap Accessible Setup: conference / hollow square; E / U / T shapes; rounds; theater / classroom
2.4.4 Please provide value-added options.	At The Lyceum Conference & Event Center at 227 Lawrence Street, Hartford CT. AV services, full-service in-house catering & possible break service, on- site parking. Staffed front reception desk
2.4.5 Bidders shall indicate what they can provide and rates in the following list:	l understand
2.4.6 Audio visual equipment (including projector, screen, sound equipment).	At the Lyceum Conference & Event Center at 227 Lawrence Street, Hartford CT: Projector, screen, microphones, presentation clicker, easels for flipcharts, whiteboards, sound system for presentations.
2.4.7 Technical Support Staff	Yes
2.4.8 Set-up (including podiums, flip charts and white board).	Yes.
2.4.9 Wireless Guest Sign-In	We have wifi available to guests.
2.4.10 Signage for Event	No custom signage, unless provided by client.
2.4.11 Parking and Security	We have on-site parking of 50 spots; additional parking available at a fee.
2.4.12 The University will provide a final headcount for an event five (5) days prior to the scheduled event date.	Yes, that works.
2.4.13 Please provide your hours of operation.	Regular hours: Mon - Fri, 8-5pm Nights and weekends available upon request.
Group 2.5: Catering: General Requirements for On-Site and Off-Site Catering needs	

2.5.1 Awarded Caterer(s) must submit sample catering menus and discounted pricing.	l understand
2.5.2 Alcoholic beverages, although required for some events, cannot be directly purchased by the University. The caterer(s) will be advised by the UConn representative if a separate invoice will be required for the alcohol portion of the event. If the caterer(s) is licensed to provide alcohol, they must submit a copy of their liquor license and proof of liquor liability insurance.	I understand
2.5.3 Specifications and responsibilities will be determined by the University representative upon the need. A Statement of Work ("SOW") inclusive of all pertinent information such as approximate number of guests, type of event (buffet, boxed lunch, etc.) will be detailed, rentals of linens, tables, chairs, etc., special dietary requirements, arrival time, set-up time, clean up, service staff, etc. will be provided to the University representative.	I understand
2.5.4 The Statement of Work provided must be inclusive of all costs (transportation, set-up and clean-up for the event, wages, salaries, training, fringe benefits, the cost of food and beverages, supplies, replacement of supplies, etc.).	l understand
2.5.5 A purchase order may be issued to the contracted Caterer(s) for an individual event or a blanket purchase order for services performed during an extended amount of time. A University issued Travel Card may be used for payment as well.	I understand
2.5.6 If applicable, the Caterer(s) shall provide installation of all equipment in compliance with any and all state and local building, electrical and plumbing codes.	I understand
2.5.7 If applicable, the Caterer(s) will occupy, supply and maintain an otherwise equipped kitchen area to prepare food. Space in the University facility will be provided for set-up and plating at no cost to the Caterer for on-site events.	l understand
2.5.8 On-Site only: Caterers must comply with the University's Exclusive Pouring Rights Contract with Coca- Cola. Only Coke products can be served.	I understand

2.5.9 The Caterer/ facility shall prepare and serve food in a professional manner in accordance with health and safety standards of the University's Environmental Health and Safety Department and the State of Connecticut Department of Health, and all other applicable statutes, rules and regulations. Please visit: http://www.ehs.uconn.edu/Biological/biofoodsvcpol.pdf for all guidelines for compliance with UConn's Environmental Health and Safety Office.	l understand
2.5.10 Food trucks must be approved by the City of Hartford.	l understand
2.5.11 The University will provide a final headcount for an event five (5) days prior to the scheduled event date.	l understand
2.5.12 Please explain how your firm supports the local/regional food providers.	We are committed to purchasing from local farmers, vendors, and artisans as much as possible. This includes small Hartford-based farms, as well as farms throughout the central CT region. We also work with local providers including Hosmer Mountain, GIV Coffee, and similar vendors.
2.5.13 Please provide your hours of operation.	For catering, we are available as needed.

The State of Connecticut Terms and Conditions located at this link will govern all purchases against this contract. They are located at this link: <u>Terms-and-Conditions</u>

Purchasing Contact: Kristin Allen Category Manager Email: <u>kristin.allen@uconn.edu</u>

# **XFORGE**

connections fueled x food When you dine with us or use our catering, you help underwrite Forge City Works<sup>®</sup> on-the-job culinary training and food access programs. CATERING firebyforge.com



# 860.727.8752

or email

catering @fireby forge.com

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# BREAKFAST PACKAGES minimum of 10 people.

CONTINENTAL BREAKFAST | \$9.95 PP Fruit salad bowl and assorted mini pastries

AMERICAN CLASSIC BREAKFAST | \$14.95 PP Choice of: breakfast sandwiches or breakfast burritos Fruit salad bowl and assorted mini pastries

CENTRAL AMERICAN BREAKFAST | \$15.95 PP Breakfast empanadas, eggs, cheese, pico and chorizo Fruit salad bowl and guava coffeecake HOT FULL BREAKFAST | \$19.95 PP Scrambled eggs, bacon or sausage, baked french toast with maple syrup, fruit salad bowl and assorted mini pastries

STEAK AND EGGS BREAKFAST | \$21.95 PP Cajun rubbed flank steak 6 oz, grilled onions, roasted tomatoes, home fries and two fried eggs, fruit salad bowl and assorted mini pastries

SWEET AND SAVORY SCONE PLATTER | \$4.95 PP An assortment of seasonally flavored scones.

\*gluten free, dairy free and vegan items available upon request with 48 hour notice  $^{\star}$ 

# **A LA CARTE** *minimum of 10 people*

SIGNATURE QUICHE | \$19.95 each serves 6

GUAVA COFFEE CAKE | \$2.50 PP

BUTTERMILK BISCUITS | \$4.95 PP includes butter and house made jam

MINI PASTRIES | \$4.95 PP assortment of: muffins, coffee cake and croissants

YOGURT PARFAITS | \$4.50 PP

FRUIT BOWL OR CUT FRUIT PLATTER SM serves less than 10 \$19.95 MED serves 12-18 \$29.95 LRG serves 20-30 \$49.95

BREAKFAST EMPANADA | \$2.50 EACH eggs, cheese, pico and chorizo, choose meat or veg

HARD BOILED EGGS | \$17.95 12 count OATMEAL CUPS | \$3 PP

BAKED FRENCH TOAST | \$45 serves 10-15

COFFEE & TEA | \$3 PP

BOTTLED JUICES | \$2.50 EACH Choice of: orange, apple, cranberry and grapefruit

BOTTLED WATER | \$1.50 EACH



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# **INDIVIDUAL LUNCHES** *minimum of 10 people.*

BROWN BAG LUNCH | \$12.95 PP Choice of:

Turkey sandwich: turkey, cheddar, tomato, herb mayo; Tuna wrap: tuna, mayo, lettuce and whole wheat wrap Ham and cheese sandwich: ham, swiss, dijon aioli and greens Beet and goat cheese wrap: arugula, walnuts, goat cheese Comes with whole fruit, chips, cookie and bottled water

### BOXED LUNCH | \$14.95 PP Choice of:

Curry chicken salad: mango chutney, arugula, cranberry walnut bread Turkey sandwich: turkey, cheddar, tomato, herb mayo; Tuna wrap: tuna, mayo, lettuce and whole wheat wrap Ham and cheese sandwich: ham, swiss, dijon aioli and greens Beet and goat cheese wrap: arugula, walnuts, goat cheese Tempeh "BLT": tempeh "bacon," grilled spring onions, herb mayo Comes with whole fruit, chips, cookie and choice of bottled water or Hosmer artisanal soda

### BOXED SALAD | \$14.95 PP

Choice of: Kale caesar salad: parmesan, herb croutons Curry chicken salad: mixed greens, almonds, dried cranberries Arugula salad: smoked gouda, apples, bacon, creamy lemon thyme Tabbouleh: ancient grains, chickpeas, cucumbers, tomatoes, baby kale, lemon tahini Comes with whole fruit, chips, cookie and choice of bottled water or Hosmer artisanal soda

SOUP | serves 16 - 8 oz cups requires 48 hrs notice \$60 PER GALLON Choice of: creamy tomato, chicken noodle, sweet potato coconut bisque, or kale and white bean \$75 PER GALLON chili and combread: beef chili served with house made combread

# **ADDITIONAL BEVERAGES**

SIGNATURE LAVENDER LEMONADE \$9 per half gallon

UNSWEETENED ICED TEA \$6 per half gallon

HALF LAVENDER LEMONADE & HALF ICED TEA | \$9 per half gallon

INFUSED WATER WITH SEASONAL FRUIT | \$4 per half gallon

BOTTLED WATER | \$1.50 EACH

# HOSMER MOUNTAIN SODAS AND FLAVORED SELTZERS | \$2.50 EACH

\*delivery available for orders exceeding \$100, minimum \$20 delivery fee, charges may vary based on location\*



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# LUNCH PLATTERS *minimum of 10 people*

All lunches include a cookie platter. Gluten free options available.

### PLATTER SANDWICH LUNCH | \$14.95 PP

### Select 3:

Curry chicken salad: mango chutney, arugula, cranberry walnut bread

Turkey sandwich: turkey, cheddar, tomato, herb mayo; Tuna wrap: tuna, mayo, lettuce and whole wheat wrap Ham and cheese sandwich: ham, swiss, dijon aioli and greens Beet and goat cheese wrap: arugula, walnuts, goat cheese

Select 2 sides: whole fruit mixed greens salad roasted seasonal vegetables chips

caesar salad potato salad pasta salad cut fruit

### HOT BUILD YOUR OWN SLIDER BAR | \$17.95 PP

Hot pans of grilled chicken, beef, and impossible burgers Platters of lettuce, tomato, onions, pickles, two cheeses and rolls.

Dressing selections: special sauce and chipotle aioli

### Select 2 sides:

caesar salad
potato salad
pasta salad
cut fruit

# **COMPOSED SALAD PLATTERS** *minimum of 10 people*

KALE CAESAR SALAD PLATTER | \$11.95 PP chopped baby kale and romaine, parmesan, Caesar dressing, herb croutons, grilled chicken

CALIFORNIA SALMON COBB SALAD PLATTER | \$23.95 PP romaine and iceberg mix, pan seared flaked salmon, olives, radishes, avocado, smoked blue cheese, hard boiled egg, cranberry mustard vinaigrette CHOPPED "WEDGE" SALAD PLATTER | \$25.95 PP chopped baby gem lettuce, grape tomatoes, crispy pork belly, smoked bleu cheese, house ranch, balsamic reduction grilled and sliced steak



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# **STATIONARY PLATTERS AND SNACKS** *minimum of 10 people*

FRESH FRUIT | \$4.95 PP composed of sliced fresh fruit

LOCAL MIXED GREENS SALAD | \$3.95 PP mixed greens, tomatoes, cucumbers, carrots, red wine vinaigrette

VEGGIES AND MORE | \$5.95 PP local, seasonal, raw, grilled and pickled with dipping sauces

OAXACAN SNACK PLATTER | \$8.95 PP avocado ranch, salt roasted pepitas, pico, manchego cheese, palacios chorizo, jicama, radish, chili marinated olives, plantain chips

RUSTIC CHEESE | \$8.95 PP assorted soft and hard cheeses, nuts, fruit, crostini and crackers Add: assorted cured meats \$7 PP

SPANISH STYLE MEATBALLS | \$6.95 PP cocktail meatballs in a piquillo pepper sauce

TUNA POKE SHOOTER | \$8.95 PP soy and chili pepper marinated tuna, seaweed salad

SWEET POTATO & SCALLION FRITTERS | \$5.95 PP goat cheese crema

ARUGULA SALAD | \$5.95 PP green apple, creamy lemon thyme dressing, bacon, smoked, gouda cheese

CALI MEZZE | \$8.95 PP grilled and marinated veggies, plant based garlic cheese spread, white bean hummus, olives, seeded crackers

SHRIMP COCKTAIL | \$9.95 PP our take on the popular classic

IMPOSSIBLE EMPANADAS | \$3.95 PIECE minimum one dozen impossible meat piccadillo filling

SIGNATURE CURRIED CHICKEN SALAD | \$6.95 PP house made curried chicken salad spread served with raisin walnut crostini

MARYLAND CRAB CAKE PLATTER | \$9.95 PP house remoulade, lemon

STEAK & FIG CROSTINI | \$6.95 PP FxF seasoned & sliced steak, fig jam, blue cheese crumbles, arugula, crostini

PORK BELLY & WATERMELON PINCHOS | \$5.95 PP crispy glazed pork belly & watermelon skewers



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# A LA CARTE DINNER BUFFET minimum of 10 people

SHORTRIB 'YANKEE POT ROAST' | \$28.95 PP red wine short ribs, roasted carrots, yorkshire puddings

ROASTED PORK LOIN | \$16.95 PP coriander crusted pork loin, roasted zucchini, sunflower seed pesto

MACARONI AND CHEESE & HOUSE SALAD | \$13.95 PP our creamy house made baked macaroni and cheese, popular Kitchen Café special is now available anytime!

QUINOA "FRIED RICE", VEGGIES, SMOKED TEMPEH & HOUSE SALAD | \$16.95 PP plant based and gluten free.

PAN ROASTED JERK CHICKEN OVER FARRO PICCOLO & HOUSE SALAD | \$23.95 PP with chipotle black bean salsa. Gluten free.

HERB ROASTED CHICKEN BREAST | \$24.95 PP airline chicken breast, fresh herbs, blistered tomatoes, natural chicken jus, "everything" roasted new potatoes

FXF ROASTED PORK TENDERLOIN | \$22.95 PP signature spice rub, grilled pineapple salsa, smoked sweet potato puree, crispy brussel sprouts

GRILLED SALMON, QUINOA, ROASTED VEGETABLES & CHIMICHURRI | \$27.95 PP

# **ADDITIONAL SIDES**

HERB ROASTED POTATOES | \$4 PP

ROASTED SEASONAL VEGETABLES | \$5 PP

LOCAL MIXED GREENS SALAD | \$4 PP mixed greens, tomatoes, cucumbers, carrots, red wine vinaigrette

GRAIN BOWL | \$5 PP maple cranberry wild rice, shaved brussels, cinnamon spiked pumpkin seeds, greens, red wine vinaigrette

KALE CAESER SALAD | \$5 PP baby kale and romaine, parmesan, herb croutons, creamy parmesan dressing

SWEET POTATO & SCALLION FRITTERS | \$5.95 PP goat cheese crema

ROASTED BRUSSELS SPROUTS | \$10 PP cider glaze, toasted pumpkin seeds



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# **TWO ENTREE LUNCH/DINNER BUFFET** *minimum of 20 people*

Includes choice of two entrees and two sides. Includes seasonal salad, and dessert. \$59.95 PP

# ENTRÉE Select 2:

SHORTRIB 'YANKEE POT ROAST' red wine short ribs, roasted carrots, yorkshire puddings

ROASTED PORK LOIN coriander crusted pork loin, roasted zucchini, sunflower seed pesto

QUINOA "FRIED RICE", VEGGIES, SMOKED TEMPEH plant based and gluten free

PAN ROASTED JERK CHICKEN OVER FARRO PICCOLO with chipotle black bean salsa. Gluten free

GRILLED SALMON, QUINOA, ROASTED VEGETABLES & CHIMICHURRI FXF ROASTED PORK TENDERLOIN signature spice rub, grilled pineapple salsa, smoked sweet potato puree, crispy brussel sprouts

HERB ROASTED CHICKEN BREAST airline chicken breast, fresh herbs, blistered tomatoes, natural chicken jus, "everything" roasted new potatoes

SIDES Select 2:

Roasted Zucchini Herb Roasted Potatoes Roasted Seasonal Vegetables Roasted Carrots Yorkshire Pudding Mac & Cheese Grain Bowl Roasted Brussel Sprouts

DESSERT Choose from our selection shown on page 8.

# **ADDITIONAL BEVERAGES**

SIGNATURE LAVENDER LEMONADE \$9 per half gallon

UNSWEETENED ICED TEA \$6 per half gallon

HALF LAVENDER LEMONADE & HALF ICED TEA | \$9 per half gallon

INFUSED WATER WITH SEASONAL FRUIT | \$4 per half gallon

BOTTLED WATER | \$1.50 EACH

HOSMER MOUNTAIN SODAS AND FLAVORED SELTZERS | \$2.50 EACH

\*delivery available for orders exceeding \$100, minimum \$20 delivery fee, charges may vary based on location\*



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# **SOMETHING SWEET**

COOKIE PLATTER | \$1 EACH

one dozen minimum An assortment of cookies to include our chocolate chip plus Chef's selection of seasonal flavors *Gluten free varieties available* 

### CELEBRATION COOKIE PLATTER | \$21.95 PER

DOZEN one dozen minimum House made cookies in a large size to include chocolate chip, plus Chef's choice of seasonal varieties *Gluten free varieties available* 

### DESSERT BAR PLATTER | \$3.95 PP

10 person minimum An assortment of our house made gluten free brownies, and Chef's choice seasonal selections of dessert bars

### BRIGADEROS | \$11.95 PER DOZEN

one dozen minimum A popular bon bon in Brazil, similar to a truffle seasonal flavors available

### MINI CUPCAKE PLATTER | \$1.95 PP

10 person minimum Boston Cream Cupcakes, vanilla butter cake, vanilla custard, whipped chocolate ganache

### DESSERT SHOOTERS | \$ 3.95 PP

10 person minimum An assortment of chocolate mousse cups, cheesecake with fruit, lemon meringue, pastry cream and fruit

### ARROZ CON DULCE | \$ 3.95 PP

10 person minimum Sweetened rice pudding with cinnamon, a traditional Puerto Rican dessert.

### LOCAL APPLE CRISP | \$4.95 PP

### 10 person minimum

Apple crisp, made with local apples, cinnamon and warm spices, topped with a oat crisp topping.



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# NON ALCOHOLIC AND ALCOHOLIC DRINKS

COFFEE AND TEA SERVICE | \$3 PP Freshly brewed coffee and tea

HOT CHOCOLATE | \$4 PP Mexican hot chocolate with whipped cream

HOSMER MOUNTAIN SODAS AND FLAVORED SELTZERS | \$2.50 EACH

BOTTLED WATER | \$1.50 EACH

BOTTLED JUICE | \$2.50 EACH

SIGNATURE LAVENDER LEMONADE | \$9 per half gallon

INFUSED WATER WITH SEASONAL FRUIT | \$4 per half gallon

UNSWEETENED ICED TEA | \$6 per half gallon

HALF LAVENDER LEMONADE & HALF ICED TEA | \$9 per half gallon

BEER AND WINE | \$18 PP Local beers will be featured along with a selection of two white wines and two red wines for 3 hour service \$7 PP for each additional hour

### BEER, WINE & CANNED COCKTAILS | \$28.95 PP

Local beers will be featured along with a selection of two white wines, two red wines and canned cocktails for 3 hour service \$7 PP for each additional hour

CELEBRATION TOAST | \$4 PP Italian prosecco

SIGNATURE COCKTAIL | \$10 PP customize your own signature cocktail for your event

CASH BAR SET UP FEE | \$150

BAR REQUIREMENTS:

Bartenders will be required at all functions serving alcohol for consumption. \$30 per bartender with a 24 hour minimum



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# **BOOK THE LYCEUM**

A meeting place with history and character.

The Lyceum is the premier location in Central Connecticut for board meetings, trainings, seminars, and social events. The gracious design, spacious rooms, sweeping curves, and inspiring architecture create a pleasing atmosphere.

- Airy & light-filled spaces
- Parking available
- Walking distance from Capitol and State office buildings
- Non-profit rates available
- A/V equipped spaces
- All proceeds from events and rentals support Forge City Works.

Whether you need snack and beverage service, a working lunch, or a full-service dinner or event, Fire by Forge Catering is available as the exclusive caterer for The Lyceum. We can handle groups from 10 people to events as large as 150 people. For a virtual tour and rates visit: www.lyceumcenter.org

# LYCEUM AMENITIES PACKAGES

COFFEE AND TEA SERVICE | \$3 PP Freshly brewed coffee and tea for four hours

POLAR SODA ASSORTMENT | \$1.25 PP

BOTTLED WATER | \$1.50 EACH

SALTY SNACK ASSORTMENT | \$1.25 PP Individual size bags of pretzels, popcorn, and chips

GRANOLA AND NUTS ASSORTMENT | \$1.50 PP Assortment of granola bars and trail mix