

# MEAL SERVICE AT HIGHLAND RETREAT

*Effective January 1, 2023*

**To request meal service, contact the camp office (540-705-0554 or [info@highlandretreat.org](mailto:info@highlandretreat.org)) to confirm availability then \*submit the menu at least one month prior\*.**

*TO CHOOSE MEALS FOR YOUR GROUP COMPLETE THE MEAL SERVICE REQUEST FORM*

## Eligibility for Food Service

1. Any group with **15 or more people** staying in Mountain View Retreat Center, Red Oak Lodge or using the Sassafras Pavilion near the lower camping area is eligible for meal service.
2. **Meals must be reserved and menu completed at least one month in advance of stay** and Highland will confirm food staff availability. A 3% discount will be given to groups who reserve and complete menu **at least 6 weeks prior to stay**.
3. A **minimum of two meals** must be ordered for all overnight groups; this does not apply to snack tray and take and bake options.
4. When Highland is providing meals, the kitchen being used by staff may not be available to the group. Please call to discuss kitchen arrangements.

## Meal costs and deposits

1. The **minimum fee for a meal is based on 15 adults**. All meals are priced per person (ages 6 and older). Children 5 and under are free.
2. A **deposit of 60% of the minimum fee (15 persons) for each meal** ordered is due 6 weeks prior to arrival. This deposit is non-refundable if food service is cancelled.
3. Groups are responsible to pay for the actual number of people **but no less than 90% of the meal count given to the office at one month prior to arrival**.
4. Food service is subject to a 5.3% meal tax, unless Highland receives qualifying tax-exempt documentation. Gratuity is **not** expected.

## For all meals

1. Breakfast, Lunch and Dinner Meals are served buffet style (except packed lunch) with one common menu for the group. Once guests have finished the buffet, **leftovers will be kept by Highland Retreat**.
2. Standard serving times are 8 A.M. for breakfast, 10:00 A.M. for brunch, 12 Noon for lunch and 5 P.M. for dinner (6 P.M. on check-in days). Other serving times may be available upon request.
3. All meal options can be served at any time during the day (ex. lunch option served at dinner time, dinner options served at the noon meal).
4. Please inform the office ahead with any special dietary needs at the time of menu selections. We will work with guests, based on our inventory, but **guests will be responsible for bringing items out of our common inventory**.
5. **Hot beverages (coffee, tea, hot chocolates) are served only during meal times**. If you would like hot beverages throughout your meeting, or day, please call to discuss prices and arrangements.
6. Banquet style meals, with formal tableware, are available upon request, please call to discuss prices

## Highland Retreat Food Service Request

Dates: \_\_\_\_\_

Group: \_\_\_\_\_

Facility: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_

| Meal | Beverage | Side Dish(es) | Dessert | Date to be Served | Time* | # Adults | # Child 5 & under | Food allergies |
|------|----------|---------------|---------|-------------------|-------|----------|-------------------|----------------|
|      |          |               |         |                   |       |          |                   |                |
|      |          |               |         |                   |       |          |                   |                |
|      |          |               |         |                   |       |          |                   |                |
|      |          |               |         |                   |       |          |                   |                |
|      |          |               |         |                   |       |          |                   |                |
|      |          |               |         |                   |       |          |                   |                |
|      |          |               |         |                   |       |          |                   |                |
|      |          |               |         |                   |       |          |                   |                |

\* Standard serving times are 8 A.M. for breakfast, 10:00 A.M. for brunch, 12 Noon for lunch and 5 P.M. for dinner (6 P.M. on check-in days).

\* Snack Trays will be ready upon arrival, or at times specified by your group.

**REQUEST FOR MEALS AND MENU SELECTIONS MUST BE MADE AT LEAST 4 WEEKS IN ADVANCE.**

## FOOD SERVICE MENUS (Breakfast, Lunch, Dinner and Snack Trays/Take-&-Bake options)

### BREAKFAST MEALS - \$ 9 per person (children 5 years of age and younger free)

- B1** Buttermilk pancakes
- B2** Egg Casserole with seasoned potatoes (**choose** meat choice in the casserole)
- B3** Biscuits with Sausage gravy, hashbrown patty, jelly and butter (**meat choice is sausage**)
- B4** Hearty Breakfast of scrambled eggs with biscuits, jelly and butter

#### **Breakfast meals also include (unless noted above):**

1. Beverages: Fruit juice, Coffee, Tea, and Hot cocoa
2. Cereal (**choose one**): Milk and cereal **or** upgrade to Granola and Yogurt for 50¢
3. Meat (**choose one**): Sausage **or** Sliced bacon
4. Fruit (**choose one**): Fresh fruit **or** Fruit cup

*\*Add baked oatmeal, scrambled eggs, hash brown patty, or additional meat option to any meal for \$1.00/person*

### BRUNCH MEAL - \$11 per person (children 5 years of age and younger free)

Any of the above breakfast options can be served at brunch time. Coffee, cereal & milk can be available 2 hours prior to the brunch time. Portion sizes for brunch will be larger than standard breakfast

### LUNCH MEALS – \$12 per person (children 5 years of age and younger free)

- L1** Cheeseburger lunch - Hamburgers and toppings of cheese, lettuce, tomato, and onion, served with baked French fry wedges.
- L2** Pulled Pork Lunch - Pulled pork on a bun, served with baked French fry wedges
- L3** Taco Bar Lunch - Warm tortilla shells, corn chips, served with seasoned hamburger, beans, and toppings of lettuce, tomato, cheese, salsa, and sour cream, served with a Spanish rice blend (**salad option included**)
- L4** Soup, Sandwich, and Salad – **Choose one** soup and **one** sandwich.
  - Soups: vegetable beef **or** chili with beef (vegetarian soup can be requested)
  - Sandwiches: cold cut sandwich, **or** marinated hot ham and cheese rolls
- L5** Lasagna with ground beef **or** vegetables. Served with Garlic Bread Sticks.
- L6** Hoagie Lunch (also available as to go bagged lunch with bottled water) - Sliced turkey and ham, cheddar and Swiss cheese, hoagie toppings of lettuce and sliced tomato. Meal is served with potato chips, Salad Option (veggies and dip substitute if bagged lunch chosen), and Dessert Option.  
**-\$11.00 per person (children 5 years of age and younger free)**

#### **Lunch meals also include (unless noted above):**

1. Beverages: Sweetened iced tea **or** Lemonade (**choose one**), water, coffee, tea, and hot cocoa
2. Salad (**choose one**): Tossed, Caesar, Coleslaw, or salad bar (extra \$1.00/person)
3. Dessert (**choose one**): Freshly baked cookies, Blondie bars, Brownies, or Fruit cup

**DINNER MEALS - \$15 per person (children 5 years of age and younger free)**

\*Banquet service available for \$2.00 per person - includes tablecloths, glass cups and plates, centerpieces, and servers

- D1** Meatloaf
- D2** Sliced Ham
- D3** Chicken (**choice of** Italian or BBQ marinade)
- D4** Herbed Pork Loin

*(choose two options for a price increase of \$1.50 per person)*

**Dinner meals also include:**

1. Beverages: Sweetened iced tea **or** Lemonade (**choose one**), water, coffee, tea, and hot cocoa
2. Bread: Freshly baked dinner rolls **or** French bread
3. Side: Garlic mashed, baked potatoes, rice pilaf, oven roasted garlic potatoes, **or** potatoes au gratin
4. Vegetable: Honey glazed carrots, Buttered peas, French blend, Steamed broccoli and cauliflower, **or** Oven Roasted vegetable blend.
5. Salad: Tossed, Caesar, Coleslaw **or** Salad bar (includes 10 toppings, *add \$1.00/person*)
6. Dessert: New York Style Cheesecake with fruit topping, Chocolate Brownie Sundae, Seasonal Pie (available with Ice Cream **or** Whipped Topping), or Peach Cobbler (available with Ice Cream)

**SNACK TRAY OPTIONS**

Snack trays will be ready upon your arrival, or a time specified by your group. Small trays serve 10-15 people and large trays serve 25-30 people. Snack trays do not include beverages. Your group will take care of serving the snack tray and clean up.

- S1** Assorted Vegetable Tray, served with humus dip **and** ranch dip  
*Includes four types of vegetables, variety is dependent on seasonal bounty*  
**Small: \$25.00      Large: \$45.00**  
*~Includes ~4 lbs. veggies      ~Includes ~8 lbs. veggies*
- S2** Cookie Tray, including Chocolate Truffle and Macadamia Nut cookies  
**Small: \$22.00      Large: \$38.00**  
*Includes 25 cookies (3")      Includes 50 cookies (3")*
- S3** Meat and Cheese Tray, served with rolls, mayonnaise, and mustard  
*Includes turkey and ham lunch meat, and cheddar and swiss cheese. Each tray makes 1 ½ sandwiches per person; 2 slices lunch meat and 1 slice of cheese per sandwich.*  
**Small: \$40.00      Large: \$70.00**

**TAKE AND BAKE OPTIONS ALSO AVAILABLE UPON REQUEST**