



Catering Menu

Group Name: _____

Date of event: _____ Number of attendees: _____

Starting time: _____ Finishing time: _____

Contact Person: _____ Email: _____ Phone #: _____

Any specific requests or instructions? _____

Food Choices

<u>Item</u>	<u>Price</u>	<u>Quantity Desired</u>
Entrées:		
Hot Ham and Cheese Croissant*	\$5.40	
Chicken Salad Croissant*	\$6.70	
Turkey Avocado Wrap**	\$8.40	
Veggie Wrap**	\$7.70	
Spicy Italian Sub	\$8.30	
Quiche (1 slice)	\$6.90	
Half Quiche (5 slices)	\$32.00	
Full Quiche (10 slices)	\$60.00	
*Available as a full sandwich or cut into 4 pieces **Available as a full wrap or cut into 6 pieces		
Baked Goods:		
Scones (12 bite-sized pieces)	\$12.00	
Cake (12 bite-sized pieces)	\$12.00	
Brownies (12 bite-sized pieces)	\$9.00	
Dozen Cookies	\$6.00	
Full Cake (12 full pieces)	\$38.00	
Full-sized Brownies (8 pieces)	\$21.00	
Full-sized Scones (7 pieces)	\$25.00	
Full Cake (12 full pieces)	\$38.00	
Half-dozen Muffins	\$9.50	
Half-size Scones (12 per order)	\$21.00	

Drink Choices

<u>Item</u>	<u>Price</u>	<u>Quantity Desired</u>
Regular Coffee Pot (8 12oz servings)	\$16.00	
Large Coffee Pot (24 12oz servings)	\$48.00	
Large Latte Pot (24 12oz servings)	\$110.00	
Lemonade (Serves 10)	\$12.00	
Iced Tea (Serves 10)	\$12.00	

Baked Goods Flavor Options

Cookies

- Chocolate Chip
- White Chocolate Macadamia Nut

Scones

Glazed

- Orange Cranberry
- Orange Chocolate
- Orange White Chocolate
- Orange Almond Poppyseed
- Lemon Cranberry
- Lemon White Chocolate
- Lemon Poppyseed
- White Chocolate Cinnamon
- White Chocolate Lavender
- Toffee Mocha
- Mexican Mocha
- Caramel Pecan
- Birthday Cake

Un-glazed

- Coconut Chocolate Chip
- Cranberry Chocolate Chip
- Cranberry White Chocolate
- White Chocolate Pecan
- Butterscotch Bliss - Pecans, Choc. Chips, Butterscotch Chips

Cakes

- Lemon Crumb Cake
- Lemon Poppy Seed Cake
- Cinnamon Streusel Coffee Cake
- Chocolate Espresso Cake
- Chocolate Chip Banana Bread

Seasonal

- Cranberry Pumpkin Bread
- Chocolate Chip Pumpkin Bread
- White Chocolate Cranberry Pumpkin Bread
- Chocolate Chip Pumpkin Banana Bread

Catering Policy

Four Winds Coffee and Tea welcomes the opportunity to serve you. In order to successfully cater your event, the following policies and procedures apply to all catering services.

Large Catering Orders & Service Charge

Larger catering orders, particularly those requiring significant food preparation, additional staffing, setup, or service support, may require additional employees to ensure quality and timely service. To help cover these additional labor and operational costs, a 10% service charge may be applied to qualifying orders at the discretion of management.

Advance Notice

Four Winds recommends placing your order as early as possible. While every effort is made to accommodate all catering requests, advanced notice of two weeks is required for all meal options. Customers may inquire about availability within two weeks but it is unlikely. Large groups may require even more notice.

Placing Your Order

All catering orders must be confirmed by our manager. You can book and confirm an event by calling us at **(970) 424-5336** or emailing **fourwindscoffee@gmail.com**

Cancellations and changes

Events or menu items cancelled or changed within 48 hours of the event will be still be charged 50% of the total cost.

Equipment and rentals

We will provide all the necessary equipment to accommodate in-house events including tables, chairs, trash containers, white table cloths and serving dishes. If your event is off-site, you are typically responsible for the pick up and dropping off of food items, coffee pots, or any other equipment and supplies. Please let us know if you need us to drop off or pick up supplies and we may be able to do so in some cases.

Outside food and drinks

We do not allow food or drinks to be served that aren't purchased at Four Winds Coffee and Tea. Exceptions to this rule may be made on a case by case basis.

**Please sign below indicating you
have read and understood our
catering policy**

Name

Date

**Please contact us if you have any
questions about this menu and/or
policy. Thank you!**