



Now Serving The Following Student Centers

Busch Student Center

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*Your Off Premise Catering Specialist, Serving The
Rutgers Community for More Than 25 Years*

287 Old Bridge Turnpike, East Brunswick, NJ 08816

Phone: 732-238-4600 Fax: 732-238-7909

On The Web: www.twinoakscatering.com

Email: Info@twinoakscatering.com

Catering Guidelines

About Twin Oaks Caterers:

Twin Oaks Caterers is one of central Jersey's most respected catering companies with three generations of catering experience. Twin Oaks Caterers has been voted "Best Caterer" by the audience of the Home News Tribune. The New Jersey Biz Magazine has ranked Twin Oaks Caterers as the fourth largest catering company in the state of New Jersey in a recent poll.

The professional staff at Twin Oaks will provide you and your guests with exceptional food and service, from inception to completion of your event you will feel like you have a relative in the catering business. This has been expressed by many clients who have used our services for years. Whether it be a wedding reception, anniversary party, birthday party, sweet 16 or a corporate event, the staff at Twin Oaks Caterers will always be available to answer any questions and guide you through the menu planning process.

Ordering Procedures:

*Please place your orders at least seven business days in advance to allow sufficient time to prepare purchase orders and insure our availability for delivery. We will accept last minute orders whenever possible. We require a final guaranteed guest count 72 hours prior to your event. Orders may be called into our office **732-238-4600** Mon— Fri. 8:00 am—4:00 pm. Or emailed to info@twinoakscaterers.com or faxed to 732-238-7909. Your order will not be considered to be a confirmed order unless you receive a contract from us, contracts must be signed and returned with a purchase order prior to delivery.*

Delivery Fee's:

Delivery is included free for any order over \$250.00 that is delivered between 7:00 am and 5:00 pm Mon.—Fri.. There will be a \$25.00 delivery fee for any orders below \$250.00 / Minimum order for delivery is \$100.00. Please call for a price quote on after hours / weekend deliveries.

Health & Safety Guidelines:

*Twin Oaks Caterers is a licensed food establishment, we are inspected semi annually by our local health department, our staff are **ServSafe** certified and certificates are available upon request. Our delivery trucks are equipped with refrigeration or insulated cold boxes to keep cold foods cold and wholesome. Our hot foods leave our kitchen hot & ready to serve and are delivered in portable "Hot Boxes" to insure proper holding and serving temperatures. All temperature sensitive foods must be discarded after a 2 hour serving period (drop off catering). In compliance with NJ State sanitary codes, once foods are offered for service they shall not be served, offered, sold again or distributed for take home use. Please help us insure food safety guidelines by adhering to these rules. When hot foods are supplied for buffet style service, all hot foods will be delivered hot & ready to serve, we include stainless steel chafing dishes with sterno to keep foods hot through the serving period, an attendant must be hired when hot foods are served to monitor the buffet and the sternos.*

Catering Guidelines

Set up:

Deliveries will be made 30—60 minutes prior to the serving time that you have requested. All menus except ala carte items include high quality black disposable goods & utensils, we include paper goods for menu items ordered (cups for beverages, bowls for soups / salads). Upgraded disposables and china service is available for a fee. Hot foods will be delivered hot & ready to serve in stainless steel chafing dishes with sterno heat. We will include all required serving utensils and condiments for menu items chosen. We include black floor length linens for buffet tables only. All catering equipment will be picked up during normal business hours, we will ask your assistance in holding equipment for any after hours event which will be picked up on the following business day.

Staffing:

Twin Oaks Caterers can supply professional staff for your event, servers, chefs, assistant chefs, dishwashers, beverage servers are available for any event, please call our office for details.

Rentals:

As a full service caterer Twin Oaks can supply any and all of your rental needs from linen, china and glassware to tenting, tables & chairs, please call our office for details.

Special Requests:

As a full service caterer Twin Oaks can accommodate many of your special requests, keep us in mind for your cultural, up-scale and jumbo sized events. We're very creative so if you have an idea, call and speak with our banquet manager and we'll assist you in creating a memorable event. Keep us in mind for graduation and retirement parties, we also specialize in outdoor BBQ's.

Non University Clients :

We welcome all of our non university clients to browse through our menu selections, please feel free to contact us with any questions or special requests. We have catered many private (weddings, sweet 16's, Bar & Bat Mitzvahs) at the student centers and have menus designed specifically for these types of events.