COFFEE

COUPA BLEND COFFEE
a mixture of the finest high altitude coffees, rich, well balanced, full bodied & complex with moderate acidity, fruity aroma & hints of chocolate & caramel $30 per traveler (96 oz) (12 cups)

COUPA DECAF COFFEE
guatemalan, swiss water process, well balanced & mellow, smooth texture, caramel & honey sweetness, with vanilla cinnamon $30 per traveler (96 oz) (12 cups)

HOT CHOCOLATE

SPICY MAYA HOT CHOCOLATE
an ancient recipe that balances spices, cayenne peppers, pasilla & cinnamon with premium venezuelan chocolate $50 per traveler (96 oz) (12 cups)

DELUXIOUS HOT CHOCOLATE
delicious silky rich hot chocolate drink, aromatic & deep flavors of venezuelan bittersweet chocolate $50 per traveler (96 oz) (12 cups)

HOT WATER SERVICE
serves 12 8oz cups. includes cups, sugars & stirrers $10

ESPRESSO CART SERVICE certified barista serving espresso, latte, cappuccino, guayoyo, hot chocolate & chai $375

HOT TEAS

served with cups, creamers, sugars & stirrers pyramid tea bags - $3.50 pp

BLACK TEAS

EARL GREY organic assam leaves with an aromatic liquoring of citrus bergamot

BLACK CURRANT a full bodied tea infused with black currant & blackberries

ENGLISH BREAKFAST organic dark & rich assam black tea

GREEN TEAS

JASMINE GREEN organic jasmine infused chinese organic green tea

HEARBAL TEAS (CAFFEINE FREE)

GINGER LEMONGRASS organic aromatic tea with ginger & ginseng infused with lemon

CHAMOMILE TISANE organic chamomile tisane blended with citrus & fruit
## Breakfast

**Assorted Bagels** $3.50 with cream cheese

**Mini Bagels** $2.25 with cream cheese

**English Muffin** $2.50 with butter & jam

**Toast** $1.50 with butter, jam or peanut butter

**Yogurt Parfait (12oz)** plain yogurt, fresh fruit, granola $7.25

**Fresh Fruit Platter** S $40  R $70  L $115

**Whole Fruit** $2.50 each

**French Toast** (minimum 15 pieces) $4.50 each

**Pancakes** (minimum 15 pieces) with butter & maple syrup $3.50

**Scrambled Eggs**
- plain $3.75 pp.
- tomatoes, onions & mushrooms $4.00 pp
- ham & cheese $4.00 pp

**Bacon** $3.75 pp

**Country Style Potatoes** $3.75 pp

**Lox Platter** smoked salmon, red onion, capers & lemon wedges L $70  L $115

### Assorted Pastries

- **Croissants** plain $4.50 each, chocolate $4.50 each, almond $4.50 each, ham & cheese $4.75 each
- **Mini Croissants** plain $2.50 each, chocolate $2.50 each, almond $2.50 each, ham & cheese $3.00 each
- **Assorted Scones** chocolate chip or blueberry $4.50 each
- **Gluten-Free Scones** apricot $4.50 each
- **Assorted Mini Muffins** lemon poppy seed or chocolate $2.50
- **Assorted Danish** cheese, cinnamon raisin, blueberry or apricot $4.50 each
- **Mini Danish** cheese, cinnamon raisin, blueberry or apricot $2.50 each
- **Assorted Pastries** croissants & danishes $4.50 each (excludes ham & cheese croissant)

**Cookies** chocolate chip or oatmeal $2.75 each

## Breakfast Packages

**Continental** $95
- 1 Coupa Blend 96 oz
- 1 Orange Juice Pitcher
- 6 Assorted Pastries
- 6 Bagels

**Delux** $155
- 1 Coupa Blend 96 oz
- 1 Orange Juice Pitcher
- 6 Assorted Pastries
- 6 Bagels
- 1 Reg Fruit Bowl
  - yogurt & granola + $55

**Double Continental** $185
- 2 Coupa Blend 96 oz
- 2 Orange Juice Pitchers
- 12 Assorted Pastries
- 12 Bagels

**Double Delux** $280
- 2 Coupa Blend 96 oz
- 2 Orange Juice Pitcher
- 12 Assorted Pastries
- 12 Bagels
- 1 LG Fruit Bowl
  - yogurt & granola + $110

**Mini Continental** $75
- 1 Coupa Blend 96 oz
- 1 Orange Juice Pitcher
- 6 Mini Assorted Pastries
- 6 Mini Bagels

**Mini Delux** $130
- 1 Coupa Blend 96 oz
- 1 Orange Juice Pitcher
- 6 Mini Assorted Pastries
- 6 Mini Bagels
- 1 Reg Fruit Bowl
  - yogurt & granola + $55

**Mini Double Continental** $145
- 2 Coupa Blend 96 oz
- 2 Orange Juice Pitcher
- 12 Mini Assorted Pastries
- 12 Mini Bagels

**Mini Double Delux** $250
- 2 Coupa Blend 96 oz
- 2 Orange Juice Pitcher
- 12 Mini Assorted Pastries
- 12 Mini Bagels
- 1 LG Fruit Bowl
  - yogurt & granola + $110
SALADS
Small: serves 6 ~ Medium: serves 12 ~ Large: serves 24

MESCLUN GREENS
mixed greens, tomatoes, dijon mustard vinaigrette S $40, M $70, L $115

FRESH CAPRESA
sliced tomatoes, fresh mozzarella, basil leaves S $45, M $80, L $140

GOAT CHEESE
mixed greens, goat cheese, walnuts, sun-dried cranberries, honey vinaigrette S $45, M $80, L $140

COLONNADE
baby spinach, shredded carrots, garbanzo beans, hard boiled egg, croutons, feta cheese, lemon vinaigrette S 45, M $80, L $140

GARDEN
mixed greens, apples, grapes, pears, cucumbers, toasted walnuts, goat cheese, honey vinaigrette S $50, M $85, L $150

ARUGULA & AVOCADO
arugula, avocados, quinoa, pumpkin seeds, parmesan cheese, lemon vinaigrette S $50, M $85, L $150

PALO ALTO CHOPPED
mixed greens, carrots, avocados, quinoa, cucumbers, garbanzo beans, feta cheese, lemon vinaigrette S $50, M $85, L $150

CAESAR
romaine hearts, parmesan cheese, housemade croutons, caesar dressing S $40, M $70, L $115

COBB
mixed greens, oven roasted turkey, bacon, blue cheese, tomatoes, avocados, hard boiled egg, ranch dressing S $50, M $85, L $150

BEVERLY HILLS CHOPPED
mixed greens, romaine lettuce, grilled chicken, tomatoes, olives, asparagus, avocados, gouda cheese, dijon mustard vinaigrette S $50, M $85, L $150

ASIAN CHICKEN
romaine hearts, grilled chicken, sliced almonds, mandarins, cilantro, crispy noodles, sesame-ginger dressing S $50, M $85, L $150

COUPA CAFE supports local, organic, sustainable & family run farms
everything we serve is made with fresh and local ingredients

FARMS WE WORK WITH
• clover stornetta farms • county line harvest • ratto brothers • durst organics
• west lake fresh • cabrillo farms • dwelley farms • del fresh mushrooms
• babe farms • giusti farms • glaum egg ranch • country line harvest

COBB SALAD
WRAPS
$10 each

HUMMUS VEGGIE  
hummus, tomatoes, cucumbers, arugula, fresh mozzarella, avocados, flour tortilla

CHICKEN CAESAR
romaine hearts, grilled chicken, parmesan cheese, caesar dressing, flour tortilla

TURKEY AVOCADO
oven roasted turkey, mixed greens, tomatoes, avocados, mayonnaise, dijon mustard, flour tortilla

AREPAS
gluten-free traditional venezuelan stuffed cornmeal griddle delight $10 each

LOLETA
local fresh white cheese & nata

CALIFORNIA MOZZARELLA
sun dried tomatoes & basil

QUESO AMARILLO
dutch gouda cheese

CARNE MECADA
shredded beef stew

REINA PEPIADA
chicken salad with mayonnaise & avocado

PANINIS
fresh ingredients on organic wheat flour ciabatta baked daily (paninis are not pressed) $10 each

OVEN ROASTED TURKEY PANINI

CAPRESA
fresh mozzarella, tomatoes, pesto

BETABEL
beets, avocado, queso fresco, baby spinach, fresh pesto

HUMMUS AVOCADO
hummus, avocado, spinach, feta cheese, sun-dried tomatoes

VEGAN DELIGHT
sauteed sliced cucumbers, olives, red peppers, onions, mushrooms, spinach

OVEN ROASTED TURKEY BREAST
swiss cheese, mixed greens, tomatoes, mayonnaise, dijon mustard

ROSEMARY CHICKEN
tomatoes, swiss cheese, mixed greens, mayonnaise, dijon mustard

MEDITERRANEAN
grilled chicken, fresh mozzarella, mixed greens, sun-dried tomatoes, pesto

CHICKEN CHIPOTLE
spicy chipotle chicken, gouda cheese, mixed greens

BLACK FOREST HAM
swiss cheese, mixed greens, tomatoes, mayonnaise, dijon mustard

TUNA ALBACORE SALAD
tuna with mayonnaise, chopped celery, mixed greens, tomatoes
LUNCH PACKAGES
gives each person half a sandwich & a half portion of salad, beverage & dessert.
you may add items a la carte to accommodate larger appetites!

INDIVIDUAL LUNCH BOXES
add a cookie or soft drink for 2 pp
add both a cookie and a soft drink for 3 pp
$12 each

FULL SALAD – BOXED LUNCH
your choice of any full sized salad served with a slice of herb slab

FULL PANINI – BOXED LUNCH
a full panini of your choice with your choice of a mesclun green salad or bag of sun chips

AREPA – BOXED LUNCH
an arepa of your choice with a mesclun green salad or bag of sun chips

WRAP – BOXED LUNCH
a full wrap of your choice with mesclun green salad or bag of sun chips

SNACKS $2 each
• SUNCHIPS • ASSORTED NUTS • POP CHIPS
• CLIFF BARS • M&M’S • SNICKERS • FRUIT SNACKS

UNIVERSITY LUNCH
any 5 paninis
any regular salad
10 assorted soft drinks/water
10 mini cookies or mini brownies
$140 (serves 8-10)

PALO ALTO LUNCH
any 10 paninis
any large salad
20 assorted soft drinks/water
20 mini cookies or mini brownies
$260 (serves 15-20)
BUFFET & PLATED MEALS

minimum of 12 guests for buffet meals ~ price is per person
plated meals include a side mixed green salad and dinner roll

<table>
<thead>
<tr>
<th>MEATS</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>TRI TIP</td>
<td>$27 buffet, $40 plated</td>
<td></td>
</tr>
<tr>
<td>NEW YORK STEAK</td>
<td>$37 buffet, $30 plated</td>
<td></td>
</tr>
<tr>
<td>BBQ BEEF RIBS</td>
<td>$24 buffet, $32 plated</td>
<td></td>
</tr>
<tr>
<td>RIB EYE</td>
<td>$42 buffet, $55 plated</td>
<td></td>
</tr>
<tr>
<td>PORK TENDERLOIN</td>
<td>$42 buffet, $55 plated</td>
<td></td>
</tr>
<tr>
<td>PULLED PORK</td>
<td>$18 buffet, $24 plated</td>
<td></td>
</tr>
<tr>
<td>PRIME RIB</td>
<td>$47 buffet, $57 plated</td>
<td></td>
</tr>
<tr>
<td>FILET MIGNON</td>
<td>$49 buffet, $59 plated</td>
<td></td>
</tr>
<tr>
<td>HAMBURGER</td>
<td>$16 buffet - $20 plated</td>
<td></td>
</tr>
<tr>
<td>HOT DOG</td>
<td>$11 buffet - $15 plated</td>
<td></td>
</tr>
<tr>
<td>POLISH DOG</td>
<td>$12 buffet - $16 plated</td>
<td></td>
</tr>
<tr>
<td>SLIDERS</td>
<td>$14 buffet</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FISH &amp; POULTRY</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>GRILLED SALMON</td>
<td>$27 buffet, $40 plated</td>
<td></td>
</tr>
<tr>
<td>TUNA</td>
<td>$35 buffet, $45 plated</td>
<td></td>
</tr>
<tr>
<td>HALIBUT</td>
<td>$38 buffet, $48 plated</td>
<td></td>
</tr>
<tr>
<td>SEABASS</td>
<td>$38 buffet, $48 plated</td>
<td></td>
</tr>
<tr>
<td>ROASTED CHICKEN</td>
<td>$28 buffet, $38 plated</td>
<td></td>
</tr>
<tr>
<td>FREE RANGE ROASTED CHICKEN</td>
<td>$34 buffet, $40 plated</td>
<td></td>
</tr>
<tr>
<td>CHICKEN MARSALA</td>
<td>$20 buffet - $32 plated</td>
<td></td>
</tr>
<tr>
<td>BBQ CHICKEN</td>
<td>$20 buffet - $32 plated</td>
<td></td>
</tr>
<tr>
<td>GRILLED CHICKEN BREAST</td>
<td>$18 buffet - $30 plated</td>
<td></td>
</tr>
<tr>
<td>CHICKEN PARMESAN</td>
<td>$20 buffet - $32 plated</td>
<td></td>
</tr>
<tr>
<td>CHICKEN TERIYAKI</td>
<td>$20 buffet - $32 plated</td>
<td></td>
</tr>
<tr>
<td>CHICKEN PICATTA</td>
<td>$20 buffet - $32 plated</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>VEGETARIAN</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>VEGGIE PASTA</td>
<td>$17 buffet, $25 plated</td>
<td></td>
</tr>
<tr>
<td>SEASONAL RAVIOLI</td>
<td>$18 buffet, $30 plated</td>
<td></td>
</tr>
<tr>
<td>EGGPLANT PARMESAN</td>
<td>$18 buffet, $35 plated</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>BUFFET SIDES</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Buffet Sides include choice of 2:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rice, Mashed or Roasted Potatoes,</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grilled Vegetables (broccoli, carrots &amp; zucchini), Mixed Greens Salad</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PREMIUM SIDES</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>For Premium Sides - Add $3 to Buffet Price:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Asparagus, Baby Carrots,</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Baby Zucchini, Plantains, Corn on the Cob, Pesto Pasta, Green Beans &amp; Bacon Bits</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PABELLON</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>shredded beef, plantains,</td>
<td></td>
<td></td>
</tr>
<tr>
<td>rice, black beans, arepitas</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(sides are included in pabellon)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>$23 buffet, $33 plated</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TACO BAR</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>steak, chicken, grilled vegetables,</td>
<td></td>
<td></td>
</tr>
<tr>
<td>rice, black beans, salsa fresca &amp; corn tortillas</td>
<td></td>
<td></td>
</tr>
<tr>
<td>$20 buffet</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### COUPA CATERING REWARDS

Get 1% back on all of your event food and beverage items!

Use your reward dollars for in store purchases at any of our Coupa Cafe locations.

Learn more at:
www.coupacafe.com/catering-rewards

### APPETIZER PLATTER

<table>
<thead>
<tr>
<th>Size</th>
<th>Serves</th>
</tr>
</thead>
<tbody>
<tr>
<td>Small</td>
<td>4 - 6</td>
</tr>
<tr>
<td>Medium</td>
<td>7 - 14</td>
</tr>
<tr>
<td>Large</td>
<td>15 - 25</td>
</tr>
</tbody>
</table>

#### VEGETABLE CRUDITE PLATTER
- assorted raw veggies & ranch
  - $40, M $60, L $95

#### HUMMUS PLATTER
- with homemade pita bread, olive oil, paprika, carrots, celery & cucumber
  - $40, M $65, L $95

#### GUACAMOLE
- served with chips
  - $45, M $60, L $100

#### COUPA CHEESE PLATTER
- cheddar, gouda, swiss, brie & paneled cheese with sliced baguette, crackers, strawberries, grapes
  - $45, M $70, L $100

### PASTA

#### FRESH PESTO
- homemade pesto, parmesan cheese, penne pasta
  - Half Pan $55, Full Pan $105

#### POMODORO
- fresh mozzarella, homemade tomato sauce, fresh basil, penne pasta
  - Half Pan $55, Full Pan $105

#### EGGPLANT PARMESAN
- baked eggplant with pomodoro sauce & parmesan cheese
  - Half Pan $65, Full Pan $110

#### MAC & CHEESE
- classic mac & cheese, white truffle oil, mushrooms
  - Half Pan $55, Full Pan $105

#### BOLOGNESE
- beef ragu, tomato sauce, penne pasta
  - Half Pan $60, Full Pan $110

### FLATBREAD

#### MARGHERITA
- soft flatbread with tomato sauce, mozzarella cheese, fresh basil
  - $10

#### FRESH PESTO
- soft flatbread with mozzarella cheese, fresh pesto
  - $10

#### PEPPERONI
- soft flatbread with mozzarella cheese, tomato sauce, pepperoni
  - $12

#### MEATBALL
- soft flatbread with mozzarella cheese, tomato sauce, meatballs
  - $12
**APPETIZERS**

**served cold**
(12 minimum)

**BRUSCHETTA**
with fresh tomatoes & parmesan cheese
$2.75 each

**MOZZARELLA BOCCONCINI**
with fresh baby tomato, pesto &
topped with basil $2.75 each

**CHICKEN MINI TARTINES**
reina pepiada, topped with cucumber
$2.75 each

**CUCUMBER MINI TARTINES**
cucumber & goat cheese
$2.75 each

**WILD SMOKED SALMON MINI TARTINES**
topped with nata
$2.50 each

**APPETIZERS**

**served hot**
(12 minimum)

**TEQUEÑOS**
traditional venezuelan fried white cheese sticks,
wrapped in a white flour dough, served with
venezuelan sauces $3.50 each

**CHEESE EMPANDITAS**
gluten free fried white cornmeal empanadas
filled with white cheese, served with venezuelan
sauces $4.00 each

**BEEF EMPANADITAS**
gluten free fried white cornmeal empanadas
filled with ground beef, served with venezuelan
sauces $4.00 each

**AREPITAS**
mini arepas with loleta cheese, filled with nata,
served with venezuelan sauces $2.75 each

**POTSTICKERS**
fried, filled with pork, served with soy sauce
$3.25 each

**CHICKEN WINGS**
spicy wings with sweet chilli, butter & tabasco
sauce, side of ranch
$3.00 each

**SLIDERS**
mini burgers with cheddar cheese $4.00 each

**REINA PEPIADA SLIDERS**
chicken salad & avocado $4.00 each

**SHREDDED BEEF SLIDERS**
carne mechada with bbq sauce $4.00 each

**MEATBALLS**
homemade meatballs in marinara sauce
$2.50 each

**SPRING ROLLS**
oriental rice crepes with vegetable filling,
deep fried with dipping sauce $3.50 each

**MUSHROOM CROSTINI**
toasted baguette with sauteed mushrooms &
garlic cream sauce $2.75 each
COLD DRINKS

FRESH ORANGE JUICE
$25 pitcher (serves 7)
$50 carafe (serves 25)

FRESH LEMONADE
$25 pitcher (serves 7)
$50 carafe (serves 25)

ICED TEA (organic)
organic “los andes” black (guatemala)
$25 pitcher (serves 7)
$50 carafe (serves 25)

AGUA FRESCA (seasonal flavors)
$25 pitcher (serves 7)
$50 carafe (serves 25)

APPLE JUICE $3.00 each

SAN PELLEGRINO 250ML $3.50 each

CANNED SODA $2.25 each
coke, diet coke, sprite

BOTTLED WATER $2.25 each

ICED WATER PITCHER $5
(serves 10)

ICED WATER CARAFE $10
(serves 20)

WHITE WINE

10 SPAN CHARDONNAY
santa barbara, ca $40 bottle

HAY MAKER SAUVIGNON BLANC
new zealand $25 bottle

CA’DONINI PINOT GRIGIO italy $25 bottle
(12 bottle minimum required)

SPARKLING WINE & ROSE

MASCHIO PROSECCO italy $40 bottle
(12 bottle minimum required)

AUBERGE DU SOLEIL calistoga, ca $55 bottle
(12 bottle minimum required)

J ROGET BRUT $25 bottle

AVA GRACE VINEYARDS ROSE ca $25 bottle
(12 bottle minimum required)

RED WINE

HAYES RANCH CABERNET ca $40 bottle

LOVE NOIR PINOT NOIR ca $25 bottle

RUTA MALBEC argentina $40 bottle
(12 bottle minimum required)

RODNEY STRONG MERLOT
sonoma, ca $40 bottle
(12 bottle minimum required)

BEER

BLUE MOON $7.50 bottle

STELLA ARTOIS $7.50 bottle

SIERRA NEVADA $7.50
can or bottle

CORONA $7.25
can or bottle
DESSERTS

TRES LECHES
cake soaked in three milks topped with meringue $2 mini, $5 medium, $8 large,
$75 (serves 20), $130 (serves 40)

CHOCOLATE MOUSSE
100% venezuelan chocolate mousse
$2 mini, $5 medium, $8 large

KEY LIME PIE
$7.50 each

APPLE PIE
$7.50 each

ASSORTED MINI FRENCH PASTRIES
$4.00 pp

CARROT CAKE LOAF
$26 each

COUPA CHEESECAKE
$8 each

MISCELLANEOUS

FLATWARE
fork, spoon, knives
$1 each

CERAMIC PLATE
$2.00 each

MUGS & GLASSES
$1.50 each

LINEN NAPKIN
$2 each

TABLE LINEN
$25 each

TABLE
$20 each

PATIO HEATERS
$100 each

TRASH CANS
$5 each

SERVERS & BARTENDERS
$45 per hour
Please call us or email us at events@coupacatering.com
To place an order, please visit: www.coupacatering.com
If you have any questions prior to sending in your order please contact us and we will be happy to help!
Please note that all online orders must be placed 48 hours in advance.

CATERING POLICIES

On Site Catering Events Payment Policy
Exclusivity Fee Due to reserve and secure the event date. 50% of the Quoted Grand Total (excluding exclusivity fee) is due 60 Days before the event date. Full remaining balance is due 30 days before the event date. If Applicable, on consumption overages are due on the event date.

On Site Catering Events Cancellation Policy
Exclusivity fees are non-refundable and non-transferable, regardless of the cancellation date or reason.
Guests may cancel their event until 60 days before the event date and receive a refund for payments received (except exclusivity fees).

Cancellations submitted less than 30 days before the event date are not refundable for any reason.
A Booking is only officially cancelled once the Guest has received confirmation of the cancellation from Coupa Catering. Coupa Catering does not allow events to be postponed or rescheduled.

Off Site Catering Events Payment Policy
Catering Orders under $1000
Full Payment is due 10:30am on the business day before the event date

Catering Orders over $1000
Full Payment is due 10 days before the event date

Off Site Catering Events Cancellation Policy
Catering orders under $1000
Cancellations submitted after 10:30am the business day before the event date will incur a 50% cancellation charge for the order. Cancellations submitted on the order day are not refundable for any reason.

Catering Orders over $1000
Cancellations submitted less than 10 days before the event date will incur a 50% cancellation charge for the order. Cancellations submitted less than 5 days before the event date are not refundable for any reason.

Delivery Policy
Orders will be delivered up to 30 minutes prior to specified time. Free delivery on all catering orders on Stanford Campus and within a 3 mile radius of Coupa Café Palo Alto with a $30.00 minimum order. Catering orders to be delivered outside of the 3 mile radius of the Palo Alto location (distance according to directions provided by Google Maps) are subject to a delivery fee starting at $30.00.

Tips: All Tips are optional. We only accept tips with check and credit card payments. We do not accept cash tips. We do not force tips or gratuities of any kind.

IMPORTANT DISCLOSURES & INFORMATION

Office Hours: Monday – Friday: 9am - 5pm
This is when our office is open to receive phone-calls, faxes, and emails about catering orders. Orders must be confirmed with no further changes by 10:30am the business day before the event. Orders received after 10:30am for the following business day will not be accepted.

Acceptable Payments
All catering orders must be confirmed by holding a credit card number in advance. Any orders not held with a credit card are not confirmed.

Prices and Policies are subject to change without notice.
IMPORTANT DISCLOSURES & INFORMATION
Please call us or email us at events@coupacatering.com
To place an order, please visit: www.coupacatering.com
If you have any questions prior to sending in your order please contact us and we will be happy to help!
Please note that all online orders must be placed 48 hours in advance.

CATERING POLICIES
Prices and Policies are subject to change without notice.

Tastings
For events at one of our locations, we offer our customers the opportunity to have a tasting for two people, of up to four entree menu items (3 meat / 1 vegetarian), four side dishes, and six appetizer selections, for menu planning purposes.

We require that the event contract has been signed and the exclusivity fee has been paid for, to be eligible for the free tasting for two people.

Additional people will be charged $25/person to participate in the tasting. Tastings are also available for individuals who have not yet confirmed, however all participants must pay $45/person to participate in a tasting. Tastings are organized per request.

Payments for tastings are due upon request. Requests must be received at least 1 week in advance of tasting date.

Place Settings, Serving Utensils, Etc.
All disposable plates, napkins, utensils & serving devices are provided at no additional cost. For beverage services, all cups, creamers, sugars, stirrers, etc. are provided at no additional cost.

Please inquire about cost of ceramic & china service items, linens, flatware, etc. for your event with our catering coordinator.

To ensure adequate time to have these items available for your event, please contact our catering coordinator a minimum of 72 hours in advance of your event to confirm these needs.

Catering Charges/Fees
There is an 20% catering fee on all catering orders. Catering Fees are charged to offset the additional expenses of the catering department, including delivery equipment, supplies, maintenance & insurance.

Delivery time/clean up time change on the day of the event incurs a $30.00 fee.
Clean up fee is $30.00.

Regular delivery hours are Monday through Friday, 8:00 am to 5:00 pm.

Orders outside of this time frame will incur a $30.00 fee per hour for every hour after 5:00pm. Weekend catering requires a $500 minimum.

Events with beer and wine will require 12 days for permit processing and a $25 permit fee. If the event is in less than 12 days, there will be a $100 permit fee.

A non-refundable 50% deposit is required for all beer & wine orders. Beer and wine are never based on consumption for delivery orders.