Imagine your special event setting high above the treetops on the sixth floor of Texas Tech Plaza overlooking the skyline of Texas Tech, Downtown and a spectacular western sunset with Lubbock as your backdrop.

Skyviews Restaurant is run by the faculty and students of the Hospitality and Retail Management department at Texas Tech serving lunch, specialty dinners, catering and special events in one of Lubbock’s most scenic settings.

With an overriding goal of delivering “excellent cuisine, professionally served,” our team would love to be of service to you in making your event a memorable one.
Event Venues

Skyviews Dining Room

Skyview’s Dining Room is 4,000 square feet set with panoramic windows overlooking Lubbock and dramatic views of the Texas Tech campus. Dinners for 100 guests and Receptions for up to 200, it is a perfect setting for a great event.

Skyviews Conference Room

A private conference room with the Texas Tech campus as its backdrop, this 800 square foot room is a perfect setting for business meetings, conferences, private lunches and dinners.
Menus

Our event and culinary team are happy to tailor a menu to complement your event. Below are our most popular menu items.

We can do plated dinners for up to 50 guests and buffet style dinners for parties up to 100. Our reception menus are designed for events of up to 200 people.

Lunch Menus

Skyviews Dining Room serves lunch Monday through Friday with a daily buffet and a la carte menu. Guests booking the Conference Room are welcome to access the buffet or create a menu from our dinner menus or the catered light lunch menu below.

Catered Boxed Light Lunch Menu

Each item comes with Chips, Specialty Cookie and Iced Tea (choice of soft drink add $1.50).

Crossant Sandwich

House made Chicken or Tuna Salad, Lettuce, Roma Tomatoes, Red Onion, & Provolone on a Flaky Croissant. $9.50++

Crispy Chicken Wrap

Crispy Chicken, Lettuce, Roma Tomatoes, Provolone, & Red Onions, on a Sundried Tomato-Basil Wrap w/Ranch Dressing $10.50++

Albuquerque Turkey Sandwich

Turkey, Provolone, and Grilled Hatch Green Chili on Toasted Sourdough $9.50++

Veggie Wrap

A variety of fresh veggies with Provolone Cheese on a Sundried Tomato-Basil Wrap $9.50++

++ Pricing refers to the price per person of the meal plus a 20% service charge and 8.25% Texas state sales tax.
Dinner Menus


There is an option to add a second entrée for an additional $4.00 per person++

Salads
- Garden Salad—Romaine with Tomato and Cucumber
- Caesar Salad—Romaine with Parmesan Cheese and Croutons
- Tex-Mex Salad—Iceberg with Black Olives, Tortilla Strips, and Cheese
- Spinach Salad—with Strawberry, Feta Cheese, and Pecans
- Romaine Salad—with Mandarin Oranges and Pecans

Entrées
- Tuscan Chicken
  - Pan Seared Chicken Breast with Homemade Parmesan Cream Sauce  $16.00++
- Spaghetti with Mozzarella Meatballs
  - with Marinara and Mozzarella Stuffed Meatballs  $14.00++
- Beef, Chicken, or Cheese Enchiladas
  - Ground Beef, Cheese, or Chicken Rolled in Corn Tortillas  $16.00++
- Beef or Chicken Fajitas
  - Marinated and Grilled Beef or Chicken with Grilled Veggies and Flour Tortillas  $18.00++
- BBQ Brisket
  - Slow Cooked Beef Brisket with BBQ Sauce  $18.00++
- Smoked Sausage and Peppers
  - Smoked Sausage Sautééd with Peppers and Onions  $16.00++
- Salmon
  - Pan Seared Salmon with Cajun Seasoning and Lemon Butter Cream Sauce  $18.00++
  - Top Sirloin
  - Seasoned and Grilled Steak  $22.00++
- Petite Filet Mignon
  - Grilled 6oz. Filet Mignon with Bordelaise Sauce $29.00++

Vegetables
- Green Beans, Mashed Potatoes, Roasted Potatoes, Candied Carrots, Mac and Cheese, Corn, Charro Beans, Rice, Wild Rice, Broccoli, Zucchini and Squash

Bread
- Garlic Bread, Hot Rolls, or Flour Tortillas

Desserts
- Apple or Cherry Cobbler, Carrot Cake, Red Velvet Cake, Chocolate Cake or Cheese Cake
Reception Packages

Cheese and Cracker Display
Seasonal Fresh Fruit Display with Sweet Dipping Sauce
Fresh Vegetable Display with Ranch Dip
Assorted Meats and Cheeses
$10.00++

Add a Themed Option add $3.00++ per person

Asian
Spring Rolls, Chicken Wontons & Pork Wings

Mexican
Chips and Queso, Cheddar Peppers & Taquitos

Italian
Fried Ravioli, Stuffed Mushrooms & Meatballs

Specialty Stations

Taco Bar
Hard Taco Shells and Tortilla Chips, Seasoned Ground Beef and
Diced Chicken, Lettuce, Tomato, Grated Cheese, Guacamole, Sour
Cream, Pico de Gallo, Queso, and Homemade Salsa.
For a vegetarian option, substitute Vegetarian Refried Beans for one meat!
$12.00++

Baked Potato Bar
Baked Potatoes served with Broccoli & Cheese, Chili, Butter, Sour
Cream, Grated Cheese, Bacon Bits, and Chives.
$10.00++
**Bar Packages**

**Host Bar**-
$5.00 per person deposit. Drinks are charged per consumption plus the service charge and TABC tax. Final amount will be charged at the end of the event minus the deposited amount.

Domestic Beer-$4.00, Import/Craft Beer-$5.00, House Wine-$6.00, Mixed Drinks-$7.00, Premium Mixed Drinks-$8.00

**Cash Bar**-
Domestic Beer-$5.00, Import/Craft Beer-$6.00, House Wine-$6.00, Mixed Drinks $8.00, Premium Mixed Drinks- $9.00

*Cash Bar Prices include Service Charge and TABC Tax*

*We can order specific brands of wines, beers and liquor and will price accordingly*
Policies

Room Rentals

Catering Pricing is based on Minimum Guarantee. For events that fall below the minimum guarantee, there will be a room rental fee. The schedule is outlined below.

Skyviews Dining Room

Monday through Thursday evening events require a minimum $1,000 spend in food and beverages (excluding tax and service charge). The difference between the contracted F&B catering and the $1,000 minimum will be assessed as rental.

Friday, Saturday and Sunday evening events require a minimum $1,500 spend in food and beverages (excluding tax and service charge). The difference between the contracted F&B catering and the $1,500 minimum will be assessed as rental.

Conference Room

Monday through Thursday evening events require a minimum $500 spend in food and beverages (excluding tax and service charge). The difference between the contracted F&B catering and the $500 minimum will be assessed as rental.

Friday and Saturday evening events require a minimum of $1,000 spend in food and beverages (excluding tax and service charge). The difference between the contracted F&B catering and the $1,000 minimum will be assessed as rental.

Menus

All menus should be submitted 14 days prior to the function in order to ensure availability of desired items. Outside food or beverage is not permitted, with the exception of specialty cakes or desserts.

Pricing

A service charge of 20% will be added to all food prices and hosted beverage prices. All charges, including service charges are subject to the 8.25% Texas State sales tax. Tax-exempt groups must provide a certificate in order to waive the sales tax. All pricing is subject to change without prior notification; however, we will honor those prices guaranteed with a signed catering agreement.

Deposits and Payment for Function

A non-refundable $100 or $300 deposit is required to confirm space. All deposits are due with signed Event Planning Forms and Catering Policies

Deposits are not refundable

Guarantees

We must be informed of your guaranteed number of guests 72 hours prior to the event. After this time, your guarantee can be raised but not reduced. You will be charged the guarantee amount plus any guest number above the guarantee.
**Agreements/Cancellations**

All catered events will require a signed event planning form and a deposit to book the event. Deposits will be tailored to your specific event. Events that cancel outside of ten days will forfeit their deposit. Events that cancel inside of ten days will be charged 50% of the guaranteed F&B revenue for the event.

**Billing**

All events are to be paid in full at the time of the event.

**Decorations and Linens**

We will provide white or black linens for your event. You are welcome to bring or contract additional decorations at your discretion. Management must approve decorations and displays prior to the event. All decorations must be fireproof and meet fire prevention regulations of Skyviews. Candles must be encased in glass. Decorations must not be hung with tacks, tape, or nails. Glitter and confetti are not permitted. Decorations are not to be stored in any area of Skyviews without approval by the Manager. Please coordinate with our event team.

**Alcohol**

Alcoholic beverages may be served at the Skyviews. Skyviews has a TABC License as the sole provider of alcoholic beverages. Skyviews will hire certified bartenders to serve these beverages. Please note that Clients are liable for the amount of alcohol that is consumed by their guests.

**Entertainment**

The Manager reserves the right to exercise final authority in regard to the volume and professionalism. If the noise level is too high, staff will ask you to adjust it accordingly.
How to Book an Event at Skyview’s Restaurant

1.)  **Please call us to inquire about space availability for a given date.**

    General Manager     Professor of Practice
    Jason Lindley       Garvin O’Neil
    Office: 806.834.7448 Office: 806.834.2570
    Cell: 806.441.0489   Cell: 409-771-0634
    Jason.lindley@ttu.edu Garvin.oneil@ttu.edu

2.)  **Complete the Event Planning Form**

    Please include your name, billing address, email address, and phone and fax numbers. Our Event Team will be happy to assist you in filling out the event form. Please contact either Jason Linley or Garvin O’Neil at the contact information above.

3.)  **Forms are due 14 days prior to an event.**

    You will be contacted in a timely manner via email to confirm your booking.

4.)  **Notify Skyviews seven days prior to your event in order to provide an accurate guest count.**

    Forms not submitted by this deadline may be subject to a menu modification due to food availability.

    We must be informed of your guaranteed number of guests 72 hours prior to the event. After this time, your guarantee can be raised but not reduced. You will be charged the guarantee amount plus any guest number above the guarantee.
Event Order Form

This form must be completed and emailed in order to confirm a booking at Skyviews. Our Event Team will be happy to assist you in filling out the event form. Please contact either Jason Linley or Garvin O'Neil at the contact information below.

General Manager    Professor
Jason Lindley        Garvin O'Neil
Office: 806.834.7448               Office: 806.834.2570
Cell: 806.441.0489                                     Cell: 409-771-0634
Jason.lindley@ttu.edu    Garvin.oneil@ttu.edu

Event Planning Form

Date of Event: _________________ Name of Group: _________________

Room Rented From: _________________ To: _________________ Open Doors: _________________

Meal Start Time: _________________ Deliveries: _________________ Decorations: _________________

Contact Person: _________________ Phone #: _________________ Fax #: _________________

Billing Address: _________________ Email Address: _________________

Approx. # of Guests: __________

Note: Final Count Due 7 Days before Event

Event Location: _________________ Date Guarantee Due: _________________

Tax-Exempt______ (attach form) Taxable
<table>
<thead>
<tr>
<th><strong>Menu:</strong></th>
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<tbody>
<tr>
<td></td>
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<tr>
<td><strong>Extras Requested:</strong></td>
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<tr>
<td>Additional charges may apply.</td>
</tr>
<tr>
<td>_____ Podium _____ Screen</td>
</tr>
<tr>
<td>_____ LCD Projector _____ Easel</td>
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<tr>
<td>_____ Registration Table</td>
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<tr>
<td><strong>Room Setup:</strong></td>
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<tr>
<td>_____ Round Tables (___ per table)</td>
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<tr>
<td>_____ Boardroom _____ Theatre Style</td>
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<td>_____ U-Shape</td>
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<tr>
<td>Head Table of _________</td>
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<tr>
<td><strong>Total Price/Person</strong></td>
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<tr>
<td><em><strong>Extras Requested.</strong></em></td>
</tr>
<tr>
<td>*Bar_____</td>
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<td>China_____</td>
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<tr>
<td><strong>Tablecloth/ Napkin colors:</strong></td>
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</tbody>
</table>
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I, _____________________________________________ am confirming the catering commitment outlined in this event order form and agree to comply to all policies outlined above.

____________________________________________         ______________
Signature                    Date