

chatham
UNIVERSITY

Catering Guide

DEAR COLLEAGUE,

Thank you for selecting us to cater your upcoming event!

Our friendly staff and experienced culinary team take pride in building personal relationships and creating authentic culinary experiences.

This catering guide has been prepared to help you plan for your special events here at Chatham University. From a simple morning break, a VIP luncheon, or an elegant hors d'oeuvre reception, these pages are filled with fresh, contemporary menu ideas. These menus represent only the starting point. Our Director of Catering will be more than happy to prepare a custom menu for your special event. Our desire is to serve you a truly memorable meal made of fresh, high-quality foods and prepared from scratch with authentic ingredients.

If you would like more information, stop by the Catering Office located in Anderson Dining Hall or you can call us at 412.365.1277.



Breakfast

Morning Break - À La Carte

Breakfast Buffets

À La Carte:

Break price includes paper beverage napkins, plastic plates, appropriate accompaniments and food table setup. Prices are per guest unless otherwise noted.

Fresh Seasonal Fruit Salad	2.50 per guest
Whole Fresh Fruit	1.25 per guest
Fresh Fruit Platter with Yogurt Dip	3.00 per guest
Assorted Small Danish	9.25 per dozen
Assorted Small Muffins	9.75 per dozen
Assorted Scones	12.35 per dozen
Assorted Biscotti	20.60 per dozen
Petite Cinnamon Rolls	15.00 per dozen
Assorted Large Bagels with Cream Cheese, Butter and Jelly	1.80 per guest
Salmon Lox Platter with Plain Mini Bagels (minimum 10 guests)	3.50 per guest
Home-Baked Breakfast Bread (serves 8-10)	9.25 per loaf
Coffee Cake (serves 8)	10.30 per cake

Cold Breakfast Buffets:

Price includes paper beverage napkins, paper plates and glasses, paper hot beverage cups, appropriate accompaniments and food table setup. **Minimum of 10 guests** unless otherwise specified. Any number fewer than that will cause an upcharge. Prices below are per guest. Any customization to the buffets as written can lead to an upcharge.

Continental Breakfast	4.65 per guest
Chilled fruit juices, coffee/decaf/hot tea. Choice of one bread: Assorted small Danish, muffins, mini scones, breakfast breads, bagels	
Deluxe Continental Breakfast	5.65 per guest
Chilled fruit juices, coffee/decaf/hot tea, sliced fresh seasonal fruit tray with yogurt dip. Choice of one bread: Assorted small Danish, muffins, mini scones, breakfast breads, bagels	
Boxed Breakfast	5.65 per guest
Chilled individual juice, bagel or muffin and spreads, whole fruit and individual yogurt	

Hot Breakfast Buffets:

Light Breakfast Buffet	7.95 per guest
15 guests minimum	
Chilled fruit juices, scrambled eggs, hash browns, assorted muffins, fresh seasonal fruit salad, coffee/decaf/hot tea	
Deluxe Breakfast Buffet	8.95 per guest
20 guests minimum	
Chilled fruit juices, buttermilk pancakes or Texas French toast, sausage patties, links or bacon, potatoes O'Brien or hash browns, scrambled eggs, fresh seasonal fruit salad, sweet rolls, coffee/decaf/hot tea	
Bagel with cream cheese, jellies and butter – add 1.25 per guest	
Omelets made-to-order (parties of 50 or more) – add 2.25 per guest plus Chef fee	
Oatmeal Bar – add 2.00 per guest	
Breakfast Burritos – add 3.50 per guest	

Receptions & Breaks

Hors d'Oeuvres

Platters

Fun Foods

Break Selections

Price for groups of 25 or more. Smaller groups will include an additional charge. Each item is priced per dozen unless otherwise marked. There is a minimum order of 4 dozen per item. All prices include appropriate paper service. Waitstaff is an additional charge.

Mini Quiche	19.50
Meatballs – Swedish or BBQ	12.35
Asparagus Asiago Rolls	22.15
Stuffed Mushrooms	16.50
Choose One: Seafood Sausage Ratatouille Spinach Broccoli Asiago	
Mini Vegetarian Egg Rolls	14.40
Spanakopita	20.60
Chicken Satay with Spicy Peanut Dipping Sauce	26.00
Mini Crab Cakes with Rémooulade Sauce	35.00
Coconut Shrimp with Orange Sauce	Market Price
Fresh Mozzarella and Cherry Tomato Skewers	19.60
Fresh Fruit Kebabs	21.60
Finger Sandwiches	17.50
Tuna, egg and chicken salad	
Gourmet Finger Sandwiches	21.60
Roast beef and Boursin cheese, smoked salmon and dill cream cheese, roasted turkey and herb mayonnaise with cucumber or hummus	
Basil Tomato Crostini	18.50
Vietnamese Spring Rolls	24.75

Price for groups of 25 or more. Smaller groups will include an additional charge for service. Each item is priced per guest for one hour of service. All prices include appropriate paper service. Waitstaff is an additional charge.

Basic Cheese Tray	2.30 per guest
Cheddar, Swiss, pepper Jack and provolone cheese with mustard dipping sauce, assorted crackers and fresh fruit garnish	
Artisan Cheese Tray	3.35 per guest
Chef's selection of hand-crafted and imported cheese with fresh fruit garnish and assorted crackers and baguettes	
Mediterranean Platter	3.35 per guest
Hot capicola, soppressata, gourmet olives, fresh mozzarella, white bean spread, roasted peppers, and crostini toasts	
Baked Brie (serves 20-25)	2.85 per guest
Brie wrapped in herbs or with pecans and brown sugar or your own custom creation, served with sliced baguettes and grapes	
Fresh Fruit Platter (seasonal)	2.85 per guest
Honeydew, watermelon, cantaloupe, grapes, strawberries, and other seasonal fruits with yogurt dip	
Vegetable Crudités Platter	1.90 per guest
A variety of mixed fresh vegetables served with ranch dressing	
Gourmet Crudités Platter	3.10 per guest
A variety of gourmet fresh vegetables served with roasted red pepper dip or lemon herb dip	
Hot Artichoke Dip with Pita Chips, Small (serves 20-25)	41.00 each
Hot Artichoke Dip with Pita Chips, Large (serves 40-50)	72.00 each
Spinach Dip in a Rustic Pumpernickel Round (serves 20)	24.75 each
Small Baba Ghanouj with Pita Chips (serves 20-25)	41.00 each
Large Baba Ghanouj with Pita Chips (serves 40-50)	72.00 each

Platters & Dips menu is continued on next page.

Homemade Potato Chips with Ranch Dip 1.80 per guest

Crostini Bar 3.10 per guest

25 guests minimum

Toasted baguette crostini with a selection of toppings, including artichoke Asiago, mushroom leek and tomato basil

Small Buffalo Chicken Dip with Pita Chips (serves 20-25) 41.00 each

Large Buffalo Chicken Dip with Pita Chips (serves 40-50) 72.00 each

Each item is priced per guest for one hour of service and includes the linen for the food table and paper service. For groups of 25 or more only. Any changes to these Fun Foods as written can result in an upcharge. Waitstaff is an additional charge.

Hot Dog Bar 2.60 per guest

Hot dogs, soy hot dogs (vegan/vegetarian alternative), buns and all the fixin's

Wing Bar (6 pieces average per guest) 5.15 per guest

Buffalo and plain wings, celery and carrot sticks and your choice of ranch or bleu cheese dressing

Taco Bar 10.80 per guest

Taco beef, vegetarian refried beans, corn and flour tortillas, salsa, sour cream, guacamole, lettuce, chopped tomatoes, and jalapeños

Theater Popcorn 1.55 per guest

50 guests minimum

Popcorn maker with popcorn and popcorn bags – we will make it on the event site and provide an attendant



BREAK SELECTIONS

All prices include appropriate paper service. If you would like the breaks below for fewer people than the suggested minimums, there will be an additional service charge of 2.00 per guest. Any special order or change to the breaks as written can result in an upcharge.

Make Your Own Trail Mix

25 guests minimum

Peanuts, dried cranberries, M&M's, raisins, granola, dried bananas, mini chocolate chips

3.10 per guest

Ice Cream Sundae Bar

25 guests minimum

Vanilla ice cream, hot fudge, caramel, chocolate chips, M&M's, cherries, whipped cream, jimmies, nuts

4.10 per guest

Fitness Break

10 guests minimum

Seasonal fresh fruit, dried fruits, pretzels, bulk yogurts, carafes of fruit juices and infused waters

4.65 per guest

Sweet & Salty Break

10 guests minimum

Assorted packages of chips and pretzels, bite-size candy bars, canned sodas

3.85 per guest

Afternoon Tea

10 guests minimum

Basic tea sandwiches, tea cookies, biscotti, gourmet teas with honey and lemon

5.15 per guest



Simple Meals

Food On the Go

Casual Fare

Luncheon Sandwich Board

Cold Buffets

Basic Bagged Meal:

Includes a sandwich, potato chips, fresh whole fruit, a cookie, canned beverage, and paper service.

When ordering, please limit your choices to two varieties. Gluten-free and Vegan options are available upon request.

Basic Bagged Lunch

6.95 per guest

When ordering for a group, please limit your choices to two different types of sandwiches. Sandwich is on a kaiser roll with lettuce and tomato.

Meats and Vegetable

- Ham
- Turkey
- Hummus and Cucumber
- Roasted beef

Cheese

- American
- Provolone

Gourmet Bagged Meal:

Includes sandwich, choice of side salad, dessert and canned beverage. When ordering for a group, please **limit your choices to two varieties plus one vegetarian**. Any modification to the bagged meals as written can result in an upcharge. Gluten-free and Vegan options are available upon request.

Roasted Beef Sandwich

8.50 per guest

House-roasted beef with caramelized onions, bleu cheese, horseradish Greek yogurt sauce, and arugula on a whole wheat kaiser

Roasted Eggplant, Spinach and Pickled Beet Sandwich (vegetarian)

8.50 per guest

On flatbread with roasted garlic mayo

Smoked Turkey

8.50 per guest

Smoked turkey, roasted red pepper, herbed mayonnaise and field greens on a ciabatta roll

Mediterranean Chicken Sandwich

9.80 per guest

Marinated grilled chicken on focaccia with artichoke hearts, garden greens and roasted red peppers with olive spread

Spicy Tofu Banh Mi (vegetarian)

8.50 per guest

Rice vinegar and agave-glazed tofu with daikon radish, cherry tomatoes and Bibb lettuce with Sriracha mayonnaise

California Wrap

8.50 per guest

Smoked turkey, cheddar cheese, avocado, crisp greens on an herb wrap

Side Salad: Choose One per Group Order

- Dijon redskin potato salad
- Gourmet pasta salad
- Fresh fruit salad
- Quinoa and roasted vegetable salad

Dessert: Choose One per Group Order

- Cappuccino bars
- Lemon squares
- Marble brownies
- Raspberry cheesecake bars

Salad to Go:

Grilled Chicken Salad

9.80 per guest

Marinated grilled chicken breast sliced and served on mixed greens, served with tomatoes, red onions, and shredded cheddar cheese

Chicken Caesar Salad

9.80 per guest

Grilled chicken breast served over crispy romaine lettuce with grape tomatoes, housemade croutons, shredded Parmesan, and creamy Caesar

Grilled Vegetable Salad

7.95 per guest

Grilled seasonal vegetables served over spring mix with shaved Asiago cheese

Add sliced grilled chicken breast – 2.50

Ken's Dressing Choices: (1 per salad)

Ranch | Fat-Free Ranch | Low-Fat Italian | French | Raspberry Vinaigrette
Olive Oil and Balsamic Vinaigrette | Honey Mustard | Greek | Caesar

Super Subs & Deli Rings:

Serves 10-12 guests. Price includes paper products. Add a side tossed green salad and canned soda for 2.50 per guest.

Grilled Chicken	49.45 each
Grilled chicken breast with bacon, cheddar, lettuce, tomato, and ranch dressing	
Gourmet Italian	46.35 each
Capicola, ham, prosciutto, provolone, roasted red pepper, crisp greens, and Italian dressing	
Turkey Pesto	43.25 each
Deli turkey, lettuce, plum tomatoes, cucumber, red onions, and pesto sauce	
Grilled Vegetable (vegan)	34.15 each
Grilled zucchini, yellow squash, red and green bell peppers, drizzled with balsamic vinaigrette	

Hand-Tossed Pizza:

18" pizza is 12 cuts. The price includes paper products. Add side tossed green salad with choice of two dressings and canned soda for 2.50 per guest.

Cheese Pizza	10.80 each
White Pizza	11.85 each
Pepperoni Pizza	11.85 each
Margherita Pizza	11.85 each
Our own hand-pressed pizza dough with olive oil, garlic, fresh tomato slices, fresh basil, and fresh mozzarella	
Vegetarian Supreme	12.85 each

Each additional topping – add 1.50

For groups of 10 or more; for fewer please add 2.00 per guest. Includes one side item, dessert, beverage, appropriate condiments and paper products. When ordering your sandwich board, please **limit your choices to two varieties plus one vegetarian**. Any modification to the bagged meals as written can result in an upcharge. Gluten-free and Vegan options are available upon request.

Roasted Beef Baguette	9.00 per guest
Thinly sliced roast beef, cheddar cheese, field greens, tomato, and horseradish cream on a baguette	
Rosemary Grilled Chicken Ciabatta	8.75 per guest
Marinated chicken breast served with light rosemary mayonnaise, lettuce and tomato on ciabatta bread	
Smoked Turkey Club Wrap	8.50 per guest
Shaved smoked turkey, bacon, American cheese, lettuce and tomato in an herb wrap	
Grilled Vegetable Focaccia (vegetarian)	8.25 per guest
Portobello mushrooms, red onions, zucchini, yellow squash and roasted red peppers brushed with balsamic vinaigrette, grilled and served on focaccia bread	
Red Pepper Hummus Flatbread (vegetarian)	8.00 per guest
Roasted red pepper hummus, cucumber and garden greens on flatbread	

Side Item – Choose One per Group Order

Creamy Coleslaw
 Potato Salad
 Pasta Salad
 Quinoa and Roasted Vegetable Salad
 Fresh Seasonal Fruit Salad
 Potato Chips

Dessert – Choose One per Group Order

Homestyle Cookies
 Marble Brownies
 Lemon Squares
 Raspberry Cheesecake Swirl Bars

Beverage – Choose One per Group Order

Canned Soda
 Iced Tea
 Lemonade
 Infused Water

Soup du jour – add 1.75 per guest

COLD BUFFETS

Includes buffet table linens, appropriate condiments and paper products. For less than the minimum number of guests, add 2.00 per guest. Any substitution to the buffet packages will result in an upcharge.

Traditional Deli Buffet

9.75 per guest

10 guests minimum

Turkey, roast beef, baked ham, American and Swiss cheese, assorted breads, rolls, condiments, relish tray, potato salad or coleslaw, potato chips, assorted cookies, and assorted canned soda

Gourmet Deli Buffet

10.25 per guest

15 guests minimum

Roast beef, ham, turkey, American, Swiss and pepper Jack cheese, marinated grilled seasonal vegetables, assorted breads, croissants, wraps or pitas, condiments, relish tray, fresh seasonal fruit salad, red skin potato salad or pasta salad, potato chips or pretzels, assorted cookies or iced brownies, assorted canned soda or iced tea or lemonade

Gourmet Salad Buffet

12.95 per guest

15 guests minimum

For less than 15 guests there will be a 3.00 per guest upcharge.

Your choice of one protein and two salad dressings

Marinated grilled seasonal vegetables, seasonal greens, tomatoes, cucumbers, olives, red onions, shredded cheddar cheese, crumbled feta or bleu cheese, assorted rolls, butter, chocolate brownies or homestyle cookies, assorted canned soda or iced tea or lemonade

Protein - Choose One

Grilled Salmon (add \$3.00 per guest)
Sliced Marinated Grilled Chicken Breast
Sliced Marinated Grilled Flank Steak
Grilled Marinated Tofu

Dressings - Choose Two

Ranch
Balsamic Vinaigrette
Fat-Free Italian
Fat-Free French
Poppy Seed
Caesar
Fat-Free Raspberry Vinaigrette

Add an extra protein – 3.00 per guest

Add soup du jour – 1.75 per guest



Buffets

Picnic Buffet

Hot Entrée Buffet

PICNIC BUFFET

These prices include all paper products, chafers and table linens for the buffet. Any additional linen or a Chef to grill on site will be an extra charge. For fewer than the minimum guest count there will be an upcharge. Any modification to the picnic packages can result in an upcharge.

Picnic Package #1

9.50 per guest

15 guests minimum

Hamburgers, hot dogs, Boca or Gardenburgers, buns, vegetarian baked beans, lettuce, tomatoes, cheese, pickles, choice of one side salad, choice of one dessert, and choice of one beverage

Grilled chicken breast – add 3.00 per guest

Turkey burgers – add 3.00 per guest

Picnic Package #2

13.25 per guest

25 guests minimum

Country-style BBQ chicken, corn on the cob, rolls, butter, choice of two side salads, choice of one dessert, choice of two beverages

Boca or Gardenburgers – add 2.25 per guest

Turkey burgers – add 3.00 per guest

BBQ ribs – add 7.00 per guest

Side Salads:

Creamy Coleslaw

Potato Salad

Vinaigrette Coleslaw

Red Skin Potato Salad

Broccoli Bacon Salad

Pasta Salad

Macaroni Salad

Fresh Fruit Salad

Dessert:

Cookies

Brownies

Pies

Bar Desserts

Beverage:

Canned Soda

Iced Tea

Lemonade

Hot Pasta Buffet

10.95 per guest

25 guests minimum

Your choice of two pastas, two sauces and one dessert.

Includes tossed salad, freshly baked rolls with butter and beverage.

For less than 25 guests there will be an upcharge of 2.50 per guest.

Pasta: Choose Two

Rainbow Rotini

Linguini

Farfalle

Penne

Cheese Tortellini

Cheese Ravioli

Sauce: Choose Two

Marinara

Bolognese (Meat)

Alfredo

Pesto Cream

Meatballs – add 2.75 per guest

Julienne breast of chicken – add 2.75 per guest

Italian sausage – add 2.75 per guest

Dessert: Choose One

Assorted Cookies

Frosted Brownies

Fruit Pie

Cream Pie

HOT ENTRÉE BUFFET

Hot Entrée Buffet

20 guests minimum

Your choice of one salad, two entrées, two side dishes and one dessert.

Includes rolls, butter, coffee, decaf, tea, ice water, paper products and buffet table linens. Adding a third entrée will be 16.50 per guest.

For less than 20 guests there will be an upcharge of 4.00 per guest.

Any modification to the buffet package can lead to an upcharge.

16.75 per guest

Garden Salad Table: Choose One

Traditional Caesar Salad

Greek Salad with Lemon Oregano Vinaigrette

Traditional Spinach Salad with Poppy Seed Dressing

Mixed Greens Topped with Seasonal Vegetables with Two Salad Dressings

Buffet Entrée: Choose Two

Grilled Chicken with Fresh Tomato Salsa

Boneless breast of chicken topped with our own homemade salsa

Classic Lasagna

Multi-layered pasta with Italian cheese and marinara sauce, baked to perfection

Sliced Roasted Beef

Tender sliced beef in natural juices with a side of horseradish cream sauce

Chicken Saltimbocca

Boneless breast chicken stuffed with prosciutto and sage, topped with provolone and served with Marsala sauce

Moroccan Chicken

Moroccan spiced chicken with lemons and olives on a bed of chickpea couscous

Spinach Stuffed Portobello (vegetarian)

Portobello mushroom caps stuffed with spinach, garlic, tomato and breadcrumbs

Eggplant Rollatini (vegetarian)

Sliced breaded eggplant stuffed with Florentine ricotta stuffing and topped with marinara and Asiago cheese

Grilled Tofu (vegan)

Grilled tofu, brown rice and beans with a ginger chile salsa

Side Dish: Choose Two

Roasted Redskin Potatoes

Mashed Potatoes

Fresh Seasonal Vegetable Medley

Rice Pilaf

Scalloped Potatoes

Green Beans Amandine

Broccoli with Cauliflower and Red Pepper

Dessert: Choose One

Apple Pie

Cherry Pie

Peach Pie

Lemon Meringue Cream Pie

Coconut Cream Pie

Chocolate Cream Pie

Carrot Cake

Angel Food Cake with Seasonal Fruit Topping

Chocolate Mousse

Vanilla Mousse

Jelly Cake Roll

Pumpkin Cake Roll

Chocolate Cake

Vanilla Layered Cake

New York Style Cheesecake – add 1.95 per guest

Plated Entrées

Entrée Salads

Hot Entrées

Includes freshly baked rolls, butter, salad dressing, dessert, beverages and paper products.

These salads can be individually plated or offered buffet-style for a **minimum of 10 guests**.

Please **limit your choices to two varieties**. For less than 10 people served buffet-style, please add 2.00 per guest. If you would like waitstaff in attendance, there will be an additional charge.

Any of the salads below can be made vegetarian by substituting the protein with grilled tofu or marinated chickpeas.

Caesar Salad

Crisp romaine, Parmesan cheese and croutons served plain or with anchovies

Sliced, grilled chicken breast – add 3.00

Grilled steak – add 5.25

Salmon – add 6.25

8.00 per guest

Steak Salad

Grilled flank steak on gourmet greens with cucumbers, tomato and red onion

11.85 per guest

Roasted Pear Chicken Salad

Roasted pears with julienne chicken breast, Gorgonzola, sunflower seeds and pecans on a bed of mixed greens served with balsamic vinaigrette

11.85 per guest

Asian Chicken Salad

Udon noodles, snow peas, julienne carrots, water chestnuts and Mandarin oranges on a bed of greens topped with sesame dressing

11.85 per guest

Greek Salad (vegetarian)

Artichoke hearts, kalamata and green olives, red onions and feta cheese in olive oil lemon vinaigrette atop fresh salad greens

9.25 per guest

Sliced, grilled chicken breast – add 2.50

Grilled Chicken Salad

Marinated grilled chicken breast on mixed greens served with tomatoes, red onions and shredded cheddar cheese

11.50 per guest

Your choice of one salad, one vegetable, one starch, one dessert, and up to two entrées. Iced tea or coffee service. The price also includes appropriate waitstaff and table linens. For groups of fewer than **25 guests** there will be an additional service charge of 3.00 per guest.

Salad: Choose One

Traditional Caesar Salad

Traditional Spinach Salad

Fresh Mescalun Greens with tomatoes, cucumbers, red onion

Baby spinach salad with sliced strawberries and almonds with poppy seed vinaigrette

Mixed Greens with dried cranberries, walnuts and gorgonzola cheese

Vegetable: Choose One

Italian Greens Blend

Asparagus (seasonal)

Roasted Seasonal Vegetables

Zucchini, Summer Squash & Red Bell Pepper Julienne

Butternut or Spaghetti Squash (seasonal)

Fresh Medley Vegetables, Broccoli, Carrots, Cauliflower

Swiss Chard

Starch: Choose One

Fingerling Potatoes

Roasted Red Skin Potatoes

Wild Rice Pilaf

Orzo Pilaf

Basmati Rice

Vegetable Risotto

Pasta Asiago

Whipped Herb Potatoes

Dessert: Choose One

Fresh Fruit Tart – add 1.50 per guest

Tiramisu – add 1.50 per guest

Fruit Pie

Chocolate Cake with Raspberry Sauce

Chocolate Silk Pie

Chocolate Mousse with Berries

New York Style Cheesecake with Fruit Topping – add 1.50 per guest

Hot Entrée menu is continued on next page.

Entrées:

Chicken Francaise	17.95	Chili Tequila Salmon	\$19.95
Lightly egg dredged chicken breast with lemon herb beurre blanc		A chili & Tequila marinated salmon topped with Grilled Heirloom Tomato Salsa	
Traditional Stuffed Chicken Breast	15.50	Mediterranean Cod	17.00
Stuffed with sage-scented bread dressing, served with homestyle gravy		Cod baked with citrus zest, kalamata olives, shallots, capers, and plum tomatoes	
Sautéed Chicken and Shrimp	18.50	Wild Mushroom and Leek Tart (vegetarian)	12.95
Boneless breast of chicken and jumbo shrimp sautéed in a lemon chive butter sauce		Wild mushrooms, leeks, Gorgonzola cheese and fluffy eggs baked in a delicate crust	
Chicken Parmesan	15.00	Curried Tofu with Almond Basmati Pilaf	15.95
Breaded chicken breast topped with marinara sauce, mozzarella and Parmesan cheeses, then baked		Braised Kale or Broccoli Rabe with Cannelini Beans	15.95
Chicken Mediterranean	15.50		-
Grilled chicken breast on a bed of wilted spinach, topped with a medley of julienne peppers and balsamic reduction			
Prime Rib of Beef	Market Price		
25 guests minimum			
Slow-roasted prime rib of beef, hand-carved and served au jus			
Beef Flank Steak	13.50		
Grilled and served with wild mushroom sauce			
Salmon	19.00		
Fillet of salmon with rainbow chard and radish			
Maryland Crab Cakes	Market Price		
The classic served with rémoulade sauce			
Ragu di Agnello	26.95		
Braised Lamb shanks over Papardelle			
Tournedos of Beef with Shiitake Dijon Wine Sauce	28.95		
Seared Beef tenderloin finished with Shiitake Mushrooms in a Dijon Wine Sauce			
Grilled Moroccan Spiced Chicken	17.95		
Moroccan spiced chicken grilled and topped with a Roasted Tomato & Peach Salsa			



Sweets & Beverages

Sweets

Coffee and Beverages

SWEETS

All prices include appropriate paper products. Items priced by the dozen can only be ordered by the minimum of one dozen of each variety. Items that are priced by the whole cake or pie must be ordered that way.

Assorted Freshly Baked Cookies	8.25 per dozen
Rice Krispies® Squares	8.25 per dozen
Cupcakes	13.90 per dozen
Tea Cookies	8.75 per dozen
Mini Cheesecakes	8.80 per dozen
Cheesecakes	24.75 per each
Fudge Brownies	9.25 per dozen
Assorted Bar Desserts	9.25 per dozen
Biscotti	18.50 per dozen
Cakes (9" round)	22.60 per each
Tortes	18.50 per each
Pies	16.50 per each
¼ Sheet Cake (decorated)	36.00 per each
½ Sheet Cake (decorated)	61.80 per each
Full Sheet Cake (decorated)	100.00 per each

Beverage price includes paper beverage napkins, plastic glasses or paper hot beverage cups, appropriate accompaniments and beverage table setup. Prices below are per guest unless otherwise noted.

Coffee Service (regular decaffeinated hot water)	1.55 per guest
Sparkling Fruit Punch	1.55 per guest
Juice (orange apple cranberry)	1.55 per guest
Hot Chocolate	1.55 per guest
Cold or Hot Cider (seasonal)	1.55 per guest
Iced Tea or Lemonade	1.30 per guest
Canned Soda	1.30 per guest
Ice Water	3.10 per gallon
Infused Water	4.60 per gallon



Catering Guidelines

Catering Guide

Allergy and Diet Restriction Guide

CATERING GUIDELINES

Room Reservations

Room and event reservations are handled by emailing roomreservations@chatham.edu or calling 412.365.1273. If your event is not affiliated with Chatham University, please call 412.365.1105. This must be done prior to contacting the Dining Service Catering Manager for your food service. There is a 20% service charge for all non-University sponsored events.

Bar and Alcohol Service

Parkhurst Dining at Chatham University does not have a liquor license.

We will be happy to pour alcoholic beverages that you provide for the following prices:

- Full bar setup includes mixers and garnish: \$3.00 per guest
- Beer and/or wine setup: \$1.00 per guest
- Real glasses will be used with any bar/alcohol service

The event host/sponsor is responsible for the purchase any alcohol for the event.

A bartender is required for any event with more than 15 people in attendance and/or any event with undergraduate students in attendance. The event sponsor is responsible for making sure that someone at your event is ensuring that all attendees are of legal drinking age (21 years old). Our bartenders reserve the right to check for proper identification. Parkhurst Dining & Chatham University reserves the right to refuse alcohol service at your event.

If you are hosting an event in Café Rachel or the Art Gallery, you are not permitted to bring any outside alcoholic beverages into these areas. These spaces are PLCB licensed areas; Chatham University owns this license. The General Manager of Parkhurst Dining is the acting agent for Chatham University and is responsible for ensuring that all PLCB regulations and laws are being followed. Any questions should be directed to him/her.

Catering Department

The catering office is open to accept orders Monday through Friday from 9:00 a.m. to 5:00 p.m. excluding Chatham holidays. When arranging for catered services, we ask that you plan as far in advance as possible. Our preference is that you contact our Catering Department at least two weeks prior to the event. Even if you do not know the final number of guests, this gives us enough time to create the best event for you. The Catering Department will make every effort to satisfy your requests for functions booked less than one week prior to the event date. [A 25% late fee is charged for any function booked after Noon two business days prior to the event.](#) Stop by our Dining Services Catering office located in Anderson Dining Hall or call 412.365.1277.

Information that would be helpful in making your arrangements:

- Theme of or reason for your event
- Vegetarian meals needed?
- Special layout needs (reserved seating, head tables, skirting)
- Weather – is a rain site required?
- China or disposable service
- Will alcohol be served?
- Style of service (i.e., served, buffet, carry out, delivery setup)
- Program details – awards ceremonies, speakers, etc.
- Floral arrangements and centerpieces
- Budget parameters
- Special diet considerations (food allergies or lifestyle choices)

- Form of payment (i.e., budget number, direct billing, cash)
- Pickup or delivery

Types of Service

Served – All courses are served at your table. Depending on the time constraints of your event, the salad and/or dessert courses can be pre-set. Pricing is based on a single-menu entrée selection. If your event offers two or three entrée choices, you are required to give Dining Services a specific guest count for each entrée ordered three business days prior to the event (i.e., Wednesday for Monday).

Buffet – This style of service offers a variety of menu choices. Quantities of food prepared will adequately serve the number of guaranteed guests. This, however, does not imply all-you-can-eat. Buffets for fewer than 25 guests will incur an additional charge. A buffet is suggested when the following may occur: guests arriving at different times; physical layout of the room; mixed crowd requiring a varied menu; lack of facilities to serve formally; or a more informal style of event.

Delivery setup/pickup – Deliveries made on campus with a setup required. Please be sure to order adequate tables from Facilities for food and beverage service and have them setup at least one hour before the event is to begin. We will setup approximately 15 minutes before your event is to begin unless instructed otherwise. If you need the event picked up promptly at the ending time, please be sure to indicate that when you arrange for catering service. A delivery fee of \$10.00 will be added to any order under \$50.00. Delivery times are available from 7:00 a.m. to 7:00 p.m. Any delivery before or after these times may incur an additional charge dependent on time, guest count and location. Pricing includes the pickup of all equipment. All equipment is the sole property of Dining Services and must be secured by the customer until picked up by our staff. Any equipment not returned or returned damaged will be charged full replacement cost.

Delivery drop-off – Deliveries made on campus with no setup required, as well as no return pickup/cleanup. A delivery fee of \$10.00 will be added to any order under \$25.00. Drop-off cannot occur if the menu requires reusable equipment. Delivery times are available between 7:00 a.m. and 7:00 p.m. Any delivery before or after these times may incur an additional charge dependent on time, guest count and location.

Pickup service – Carry-out service can be arranged for items you may wish to pick up from Dining Services. You are responsible for the prompt return of any equipment that has been used at your event. Your account will be charged for any equipment that has been damaged or not returned within two business days.

Linen and Skirting

All prices for meals and receptions include standard linen service for all food tables. Additional linen and skirting is priced as follows:

- Tablecloths – \$6.00 each
- Napkins – \$1.00 each
- Skirting – 8 foot table, \$12.00 each

The prices above are for standard linen; if you would like custom linen, the price may vary. For setups requiring more than buffet linen, please send a copy of the setup to the Catering Department with the requested linens.

Catering Guidelines continued on next page.

CATERING GUIDELINES

Service Charges

Most meals include the price of appropriate waitstaff. If an attendant is requested for an event not requiring normal waitstaff, the following will apply:

- Server/Attendant – \$25.00 per hour – 4 hour minimum
- Chef – \$27.50 per hour – 4 hour minimum
- Bartender – \$30.00 per hour – 4 hour minimum

Attendant/bartender/chef charges will require one hour for setup and one hour for cleanup beyond the scheduled time of the event. There is a 20% service charge for all events that are not paid for through a Chatham University departmental billing code. This is in addition to the charges listed above.

China Service

Events held within the Mellon or Eden Hall Lodge buildings will be provided with linen and china service unless otherwise designated. Events held anywhere else on campus will be provided with linen and disposable ware unless otherwise requested. There will be a \$1.50 service charge for china service outside of Eden Hall Lodge, Mellon or the Athletic and Fitness Center.

Rentals

The Catering Department will be happy to arrange any rentals as needed through our rental company. All costs will appear on your final bill.

Pricing

We reserve the right to adjust or change pricing from that printed based on location, seasonal availability and current market price of products found in this catering guide. Once your contract is signed, your prices are guaranteed. Sales tax will be added to the bill for all non-Chatham events unless proof of exemption is provided. **A 20% service fee will be charged to any event not paid for through a Chatham University department billing code.**

Final Guarantee

At the time of booking, we will send you a copy of the event sheet for your final approval. We ask that you sign the event sheet to verify that you understand the menu charges and return it within 24 hours to the Dining Services Catering office. The expected count that you give us should be as accurate as possible. The Catering Department will plan, purchase and bill for all the guests that you indicate will attend. A final guarantee number must be given to the Dining Services Catering office no later than 72 hours (3 business days) prior to the event (Wednesday in case of a Monday event). If no final count is obtained, we will prepare and charge for the original number of guests. Cancellations up to three days prior to the event are without charge. After three days but prior to the day of the event, the charge will be 25% of the cost of the event. Same day cancellations will result in a full charge of the entire event.

Payment Arrangements

At the time your order is placed, we will need your Chatham budget number so that we can start processing your event. If you are not billing through the Chatham Business Office and are not Chatham University faculty, staff or current student, we require an advance deposit of 50% of the estimated cost of the event. The balance is due at the time of the event paid by cash, check or credit card. Any additional costs incurred during the

event will be billed within seven days of the event and payment is expected 15 days after that. **A 20% service fee will be charged to any event not paid for through a Chatham University department billing code.**

Room Setup, A/V and IT Needs

If you require any special room layout or design, tables or chairs, screens, DVD or other electronic media, please place your work order as soon as possible so that Facilities and IT can accommodate your needs.

Kosher and Hallal Requests

Chatham Dining Services will provide kosher and hallal foods for events through contracted kosher and hallal vendors. We do not have a kosher kitchen on site so any kosher or hallal foods will arrive sealed with sealed paper products. Any buffet requiring kosher foods must have a completely kosher menu. We cannot combine kosher and non-kosher foods for the same event unless the food is a single serving item that we can keep sealed until it is consumed by the guest. All events requiring kosher or hallal foods must be placed at least 10 business days prior to the event. Kosher and hallal orders will be billed at cost plus 25% of the direct cost of the products.

Dining Hall and Retail Meal Vouchers

For those clients that would prefer taking a group to Anderson Café, the Weathervane Snack Bar, Café Rachel or the Eastside Café during regular business hours, Chatham Dining Services provides meal vouchers. Please contact the Dining Office at x1659 or rcoyne@chatham.edu to place your order for vouchers. Although all of our operations accept cash at the door, we would like to know in advance if large groups are going to be using our facilities so that we can prepare for and provide the best service.

Food Safety

Parkhurst Dining at Chatham University takes exceptional care to follow recommended proper food handling procedures in the best interests of our clients and guests to help reduce the risk of foodborne illness. As such, we have certain service guidelines designed to help us maintain this high level of food safety practice. These guidelines include not serving or making available for service any food or beverage that was not produced or supplied by Chatham Dining or one of our approved vendors; adhering to time limits that food may be held safely for service; limiting the service of certain foods to certain locations and conditions under which food safety guidelines can be upheld; and keeping customers from removing perishable foods from functions for later consumption. These and other guidelines have been put in place to help protect you and the University from the risks of foodborne illness.

Additional Notes

The Catering Department reserves the right to substitute items based on product availability. We will make every attempt to inform you of this change as far in advance as possible. Please discuss with the Catering Director any special dietary requirements. In case of inclement weather, please discuss a secondary plan to insure the success of your event. Dining Services does not loan equipment, but we do rent our equipment based on availability.

ALLERGEN AND DIET RESTRICTION MENU GUIDE

Food Safety

On your invitation please ask your guests to R.S.V.P. informing you of any food allergies or dietary restrictions. It is important for us to know whether your guests have an allergy, intolerance or lifestyle restriction so that we can be sure that they have an enjoyable experience at your event. This guide does not list all diet restrictions or allergies nor is this the limit of what we can provide. Many of our other menu items can be modified to meet your guests' needs. Our professional Catering Department and Executive Chef are happy to assist with all of your guests' dietary needs. Feel free to contact us with additional information or to discuss guest diet needs at 412-365-1277. Diet restriction meal choices must be selected three business days prior to event.

- V₁: Vegetarian — No meat, poultry, or seafood
- V₂: Vegan — No animal products, dairy, or eggs
- GF: Celiac, Gluten Free — No wheat, rye, barley
- DF: Dairy Free / Casein Free / Lactose Free

Morning Break

V₁: All Fruit Options - All Bakery Items - Salmon Lox

V₂: All Fruit Options - By Special Request - Breakfast Breads - Minimum 1 Loaf

GF: All Fruit Options - By Special Request - Gluteny Products Can Be Ordered

DF: All Fruit Options - By Special Request - Breakfast Breads - Minimum 1 Loaf

Breakfast Buffets

V₁: Continental - Deluxe - Healthy Alternative - Boxed Breakfast - Light Breakfast - Deluxe Breakfast without Meats

V₂: All Fruit Options - By Special Request - Gluteny Products Can Be Ordered

GF: All Fruit Options - By Special Request - Breakfast Breads - Minimum 1 Loaf

DF: All Fruit Options - By Special Request - Breakfast Breads - Minimum 1 Loaf

Hors D'Oeuvres

V₁: All Fruit Options - Mini Quiche - Asparagus Asiago Rolls - Select Stuffed Mushrooms - Mini Vegetarian Egg Rolls - Spanakopita - Southwest Black Bean Mini Empanada - Fresh Fruit Kebab Basil Tomato Crostini - Vietnamese Spring Rolls

V₂: Fresh Fruit Kebab - Basil Tomato Crostini - Vietnamese Spring Rolls

GF: Select Stuffed Mushrooms - Shrimp Cocktail - Fresh Fruit Kebab - Basil Tomato Crostini - Vietnamese Spring Rolls

DF: Fresh Fruit Kebab - Basil Tomato Crostini - Vietnamese Spring Rolls

Platters

V₁: Continental - Deluxe - Healthy Alternative - Boxed Breakfast - Light Breakfast - Deluxe Breakfast without Meats

V₂: All Fruit Options - By Special Request - Gluteny Products Can Be Ordered

GF: All Fruit Options - By Special Request - Breakfast Breads - Minimum 1 Loaf

DF: Fresh Fruit Platter - Vegetable Crudités - Gourmet Crudités Platter - Baba Ghanouj - Red Pepper Hummus

Food On The Go

V₁: Hummus & Cucumber - Roasted Eggplant - Spicy Tofu Banh Mi

V₂: Hummus & Cucumber - Roasted Eggplant - Spicy Tofu Banh Mi

GF: All Sandwiches Without Bread

DF: Hummus & Cucumber - Roasted Eggplant - Spicy Tofu Banh Mi - Mediterranean Chicken

Casual Fare

V₁: Grilled Vegetable

V₂: Grilled Vegetable

DF: Grilled Vegetable

Pizza

V₁: Cheese Pizza - Margherita Pizza - Vegetarian Supreme

V₂: By Special Request - Soy Cheese or No Cheese is an Option

GF: Per Special Request Only - Gluten-Free is available

DF: By Special Request - Soy Cheese or No Cheese is an Option

Luncheon Sandwich Board

V₁: Grilled Vegetable Focaccia - Red Pepper Hummus

V₂: Grilled Vegetable Focaccia - Red Pepper Hummus

GF: All Sandwiches Without Bread

DF: Order Without Cheese

Cold Buffets

V₁: Gourmet Salad Buffet

V₂: Gourmet Salad Buffet

GF: All Sandwiches Without Bread - Gourmet Salad Buffet

DF: Gourmet Salad Buffet

Picnic Buffets

V₁: Picnic Package #1 and #2 with Boca or Gardenburgers - Hot Pasta Buffet

V₂: Picnic Package #1 and #2 with Boca - Hot Pasta Buffet

GF: Picnic Package #1 and #2 without Breads

DF: Picnic Package #1 and #2 with Boca - Hot Pasta Buffet

Hot Entrée Buffets

V₁: Classic Lasagna - Spinach Stuffed Portobello - Eggplant Rollatini - Grilled Tofu

V₂: Grilled Tofu

GF: All Listed Except - No Eggplant Rollatini - No Spinach Stuffed Portobello

DF: Chicken with Salsa, Moroccan Chicken, Grilled Tofu, Miso Yaki Salmon

Entrée Salads

V₁: Caesar Salad - Greek Salad

V₂: Order Without Cheese - Caesar Salad - Greek Salad

GF: All Listed Without Croutons Except No Asian Chicken Salad

DF: Order Without Cheese

Plated Hot Entrée

V₁: Wild Mushroom and Leek Tart - Golden Semolina Quinoa and Spinach Cake - Red Lentil with Tamarind and Asparagus

V₂: Red Lentil with Tamarind and Asparagus

GF: All Listed Except No Stuffed Chicken Breast - No Chicken Parmesan - No Golden Semolina Quinoa & Spinach Cake

DF: Red Lentil with Tamarind and Asparagus - Chicken Mediterranean - Prime Rib - Salmon - Mediterranean Cod

Sweets

V₁: Assorted Freshly Baked Cookies - Rice Krispies® Squares - Cupcakes - Cream Puffs - Tea Cookies - Mini Cheesecakes - Cheesecakes - Fudge Brownies - Assorted Bar Desserts - Biscotti - Cakes - Tortes - Pie

V₂: All Fruit Pies - By Special Request - Vegan Chocolate Cake - Vegan Blueberry Cake

GF: By Special Request - Gluteny Products Can Be Ordered

DF: All Fruit Pies - By Special Request - Vegan Chocolate Cake - Vegan Blueberry Cake

THE PARKHURST PHILOSOPHY

What we do makes a difference!

At Parkhurst we will always conduct our business with the highest of ethical standards. We will continue to expand our role as a socially responsible company and provide exceptional culinary experiences. We strive to be the premier contract dining service provider in the region. Our success is a result of passion for our guests and commitment to the place in which we live and work. We have become a better neighbor and active contributor by supporting our local communities and cultivating personal relationships.

We Nurture our guests by:

- Using ingredients that are fresh and prepared in a healthy and nutritious way
- Creating innovative menu options that include more healthy options
- Training our staff on proper techniques to ensure we are serving safe products

We support our local communities by:

- Purchasing from local growers, food producers, and artisans
- Contributing 5% of our pre-tax earnings to non-profit community initiatives
- Volunteering at local food banks and soup kitchens
- Partnering with the National Society of Minorities in Hospitality
- Encouraging internships from local schools

THE PARKHURST PHILOSOPHY

We sustain our environment by:

- Converting our spent fryer oil into biodiesel fuel
- Partnering with Seafood Watch to increase our use of sustainable seafood
- Offering options of fair trade coffees
- We compost all of our pre- and post-consumer food waste at Anderson Dining Hall and the Weathervane Café
- Using biodegradable containers for our "On the Go!" program





WWW.PARKHURSTDINING.COM