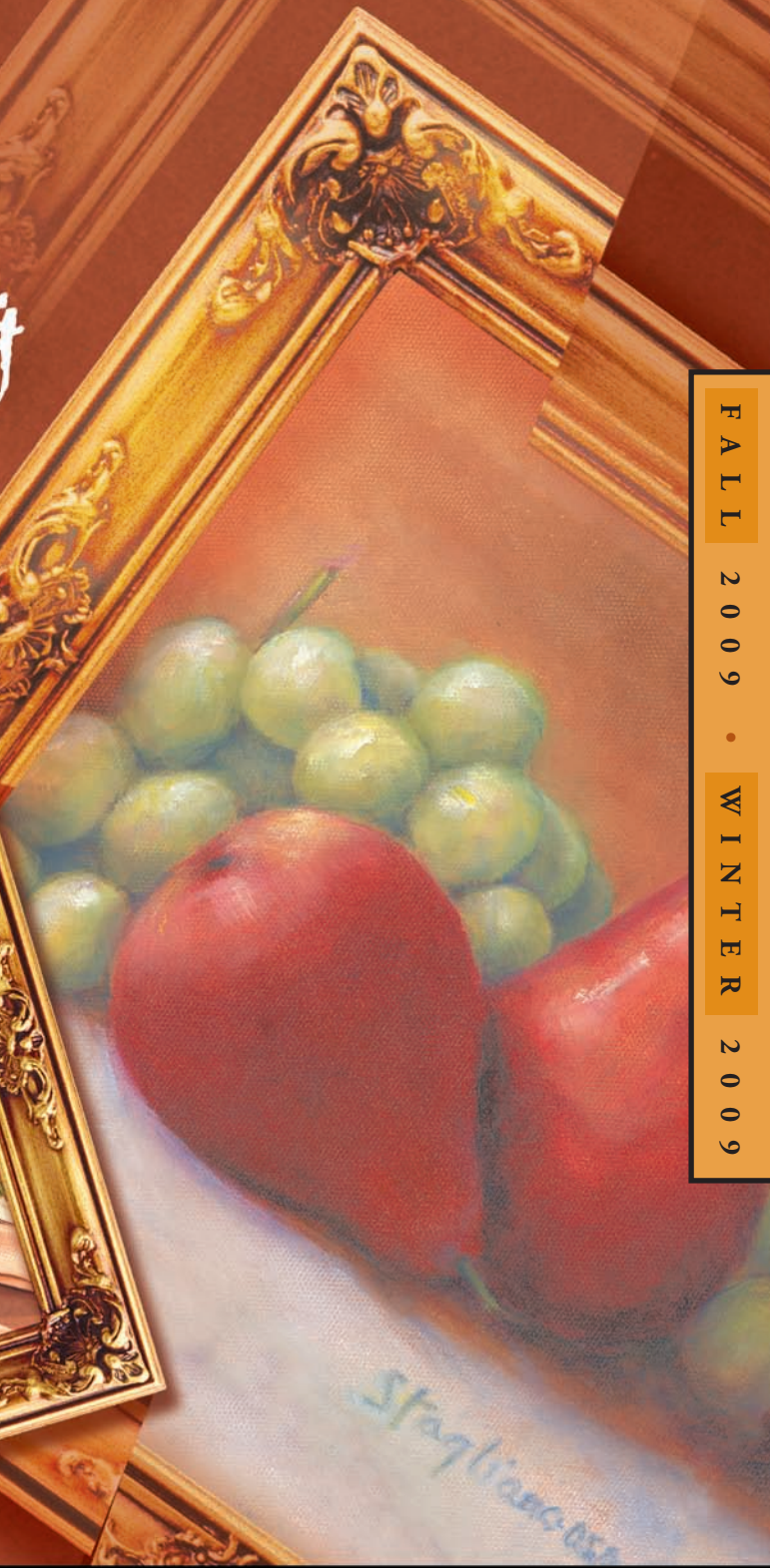


The Art of Catering



FALL 2009 • WINTER 2009



❖ UNIVERSITY CATERING ❖

A division of Villanova University Dining Services

Good food and drink, deliciously prepared and creatively presented, can make you and your guests feel welcome and special. We recognize this as our pursuit at University Catering; our goal is to consistently offer the highest quality customer service, dining satisfaction and convenience to our faculty, staff, students and guests of the University.

Our services include buffet, sit-down, or tote bag breakfasts, luncheons and dinners; mid-morning and afternoon breaks; simple drop offs, barbecues, full service bars and cocktail receptions with or without meal service.

Our event planners will work with you to offer the menu that best suits your event. When you want to highlight or downplay meals or breaks, discuss this with your planner so the right level of service can be arranged. You may select traditional favorites or any of our special suggestions to customize your menu design.

Select from main courses, hot dishes, cold platters and an extensive range of salads and vegetarian entrees to round out the presentation. Many selections are available with healthy heart options, such as low cholesterol, low fat and low sodium.

For meetings or conferences, full service breaks can be planned with a wide assortment of lighter fare as well as hot and cold beverages.

We can provide full service catering in the Connelly Center, Dougherty Hall, Picotte Hall at Dundale, the Law School, St. Mary's Hall, Driscoll Hall and the Exchange at Bartley.

Thanks for considering us for your important event!

BON APPÉTIT!



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BREAKFAST MENU

THE AWAKENING

20 person minimum

Morning Breakfast Packages

Brewed Coffee, Tea, Decaffeinated Coffee
Mini Breakfast Muffin, Orange Juice

\$2.95 per person

Refill for Hot Beverages only

\$1.00 per person

MORNING PACKAGES

Plastic Ware and Paper Service • 20 person minimum

Bakery Fresh Bagels & Cream Cheese
Breakfast Muffins (2 oz.)
Orange Juice
Coffee, Tea, Decaffeinated Coffee

\$4.95 per person

Bakery Fresh Bagels & Cream Cheeses
Assorted Scones, Melon & Berry Tray
Orange Juice
Coffee, Tea, Decaffeinated Coffee

\$6.95 per person

HOT BREAKFAST BUFFET • \$10.95 per person

Requires an attendant • Price does not include attendant charge or wait staff charge

Assorted Juices
Fresh Orange Juice
Sliced Melon, Pineapple & Kiwi Platter
Bakery Fresh Bagels
Breakfast Muffins
Hot Beverage Station

Scrambled Eggs or
Zucchini & Fresh Basil Frittata
Home Fried Potatoes
Belgian Waffles or French Toast or Pancakes
with Fresh Fruit Compote
Crisp Bacon & Link Sausage

AVAILABLE BREAKFAST ADD-ONS

Yogurt Loaf Cakes – \$49.95/30 pc.
Pumpnickel Raisin Walnut Bread – \$14.95/loaf
Sour Cream Bundt Coffee Cake – \$44.95/30 pc.
Assorted Fresh Seasonal Hand Fruit – \$12.00/dz.
Pre Packaged Apples – \$16.90/dz.
Assorted Yogurt Cups – \$1.20 each
Miniature Danish – \$29.95/2 dz.
Individual Cereal (Hot or Cold) – \$1.20 each

Assorted Mini Muffins – \$18.42/3 dz.
Large Blueberry Muffins – \$25.20/dz.
Granola Breakfast Bar Basket – \$18.80/dz.
Bagel Assortment – \$12.90/dz.
includes cream cheese, jelly and butter
Donut Assortment – \$14.95/dz.
Dasani 12 oz. Water – \$1.25 each

China service included in Connelly Center. Other locations: at cost

SANDWICH LUNCHEONS

No Substitutions. 25 person minimum.

COLD LUNCHEON BUFFET • \$7.95 per person

Create your own sandwich masterpiece:

Platters of Assorted Luncheon Meats & Cheeses

To include Hearth Baked Rolls & Assorted Sliced Breads

Lettuce, Tomato, Red Onion, Hummus and Sliced Pickles

Italian Pasta Salad

Assorted Accompaniments

Fresh Baked Cookies

Bottled Water

Choice of:

Tuna Salad or Chicken Salad

(additional \$1.50 per person)





ASSORTED FANCY SANDWICH BUFFET • \$13.95 per person



20 person minimum

Your Choice of three:

- Oven Roasted Turkey, Sautéed Apples and Onions, Brie Cheese and Cranberry Mayonnaise on Pumpkin Bread or Pumpnickel
- Curried Chicken Salad Wrap
- Crab Salad Croissant
- **The Vermont** - Deluxe Roast Beef, Vermont White Cheddar Cheese, Green Leaf Lettuce, Tomatoes, Red Onions, and Horseradish Sauce on Focaccia
- **Blockbuster** - Peppered Ham, Pepper Jack Cheese, Mozzarella Cheese, Roasted Red Peppers, Watercress, Sun-dried Tomatoes, and Pesto Sauce on crusty Italian roll
- **Tricia** - Hummus, Tabouleh, Artichokes, Plum Tomatoes, Cucumbers, and Red Onion in a Pita Wrap
- **Cajun Jack Chicken** - Hickory Smoked Chicken Breast, Monterey Jack Cheese, Bacon, Vidalla Onions, Jalapenos, Sweet and Mild BBQ Sauce, and Cajun Mayonnaise on cursty French bread
- **Blackbird** - Pastrami, Bacon, Swiss Cheese, Coleslaw and Thousand Island Dressing on Marble Rye

Choice of three Specialty Salads:

Red Bliss Potato Salad

Pasta Salad

Mixed Garden Salad

Hawaiian Tabbouleh Salad

Caesar Salad

Buffet Includes:

Fresh Seasonal Fruit Platter

Fresh Baked Cookies

Sliced Pickles

Cold Soda, Bottled Water and Iced Tea

MEALS ON THE GO

20 person minimum

QUICK AND CONVENIENT DROP OFF • \$8.95

Your Choice of any three pre wrapped sandwiches:

Turkey, Ham and Cheese, Roast Beef or Vegetarian

Potato Chips

Hand Fruit

Bottled Water

Oreo Cookie

PHILLY FLAVOR BAGS • \$11.25

Authentic Italian Hoagie

Mini Soft Pretzel

Hershey Miniatures

Utz Potato Chips

Fresh Baked Cookies

Cold Sodas and Bottled Water

And Addy Tood!

DELUXE TOTE BAGS • \$11.25

Your Choice of any three:

Quality Boars Head meats

Fresh Mozzarella with Roasted Peppers and Arugula on a Ciabatta

Havarti Cheese and Grilled Garden Vegetables in Whole Wheat Wrap

Cajun Eye Round of Beef and Yellow Cheddar on fresh Baguette

Oven Gold Turkey with Coopers Sharp Cheese on Multigrain Bread

Black Forest Ham with Lacey Swiss Cheese on Marble Rye Bread

Potato Chips

Caribbean Black Bean and Rice

Sliced Apples

Fresh Baked Chocolate Chunk Cookies

Cold Soda or Bottled Water



THE SCHOLAR BUFFET • \$16.95 per person



*There is a 30 person minimum • All hot buffets require an attendant
Price does not include attendant charge. See "Event Staffing" section for details.*

Each Meal is accompanied by Summer Mix Greens with your choice of 2 dressings

Fresh Bakery Rolls

Chef's Dessert Selection

Coffee, Bottled Water & Iced Tea Station

Hot Buffet

Choice of One Entrée

Carved Pitt Ham

Roasted Traditional Turkey

Asian Styled Flank Steak

Flat Iron Steak with Chimichurri Sauce

Lemon Parmesan Tilapia

Chicken Entrée Style:

Roasted Herb

Piccatta

Marsala

Florentine

Choice of three:

Rigatoni with Tomato and Ricotta Sauce

Gemelli in Blush Sauce

Roasted Rosemary Red Bliss Potatoes

Yukon Gold Mashed Potatoes

Long Grain and Wild Rice

Roasted Baby Carrots

Grilled Yellow & Green Zucchini

Green Beans Almondine

Vegetable Medley

THE ACADEMIA BUFFET • \$24.95 per person

*There is a 30 person minimum • All hot buffets require an attendant
Price does not include attendant charge. See "Event Staffing" section for details.*

Buffet is accompanied with choice of salad

Mixed Greens with Crumbled Feta Cheese,
Candied Walnuts and Balsamic Vinaigrette
Caesar Salad
Traditional Tossed Salad with Choice of 2 Dressings

Choice of one:

Carved Pit Ham
Roasted Traditional Turkey
Asian Styled Flank Steak
Flat Iron Steak with Chimichurri Sauce
Lemon Parmesan Tilapia

Chicken Entree Style:
Roasted Herb
Piccata
Marsala
Florentine
Provencal

Choice of one:

Chicken Roulade
Mussels In Saffron and White Wine Broth
Maryland Styled Crab Cakes
Carved London Broil
Prime Rib

Cedar Planked Salmon with Maple Glaze
Mussels In Saffron & White Wine Broth
Pork Roulade
Salmon Bulgogi with Bok Choy & Mushrooms

Accompanied with a choice of one pasta dish:

- Eggplant Fettuccine
Baked layers of eggplant, mozzarella cheese and pesto served on fettuccine
- Farfalle with Artichoke Sauce
Tangy Artichoke Sauce with black olives, garden peas and fresh basil Topped with Romano Cheese

- Penne with Spicy Thai Vegetables
A colorful blend of Penne, Carrots, Broccoli and Snow Peas in a Spicy Peanut Sauce
- Barley Risotto with Asparagus and Parmesan

Choice of two:

Purple Fingerling Potatoes
Roasted Nugget Potatoes with Rosemary and Garlic
Risotto Cakes
Potatoes Dauphinoise
Mashed Red Skinned Potatoes
Twice Baked Potatoes

Root Vegetable Medley
Fresh Broccoli Florettes
Haricot Vert with Lemon Butter
Poached Asparagus
Braised Fennel and Tomato
Roasted Baby Vegetables with Lemon Butter

Each meal is accompanied by:

Bakery Fresh Rolls, Chef's Dessert, Coffee, Water and Iced Tea Station



THE COLLEGIATE BUFFET • \$29.95 per person



*There is a 30 person minimum • All hot buffets require an attendant
Price does not include attendant charge. See "Event Staffing" section for details.*

Buffet is accompanied with choice of salad

Mixed Greens with Crumbled Feta Cheese,
Candied Walnuts and Balsamic Vinaigrette

Caesar Salad

Traditional Tossed Salad with Choice of 2 Dressings

Your choice of two entrées:

Chicken Roulade

Mussels In Saffron and White Wine Broth

Maryland Styled Crab Cakes

Carved London Broil

Prime Rib

Cedar Planked Salmon with Maple Glaze

Pork Roulade

Salmon Bulgogi with Bok Choy & Mushrooms

Accompanied with a choice of one pasta dish:

• Eggplant Fettuccine

Baked layers of eggplant, mozzarella cheese and pesto served on fettuccine

• Farfalle with Artichoke Sauce

Tangy Artichoke Sauce with black olives, garden peas and fresh basil Topped with Romano Cheese

• Penne with Spicy Tai Vegetables

A colorful blend of Penne, Carrots, Broccoli and Snow Peas in a Spicy Peanut Sauce

• Barley Risotto with Asparagus and Parmesan

Choice of two:

Purple Fingerling Potatoes

Roasted Nugget Potatoes with Rosemary and Garlic

Risotto Cakes

Potatoes Dauphinoise

Mashed Red Skinned Potatoes

Twice Baked Potatoes

Root Vegetable Medley

Fresh Broccoli Florettes

Haricot Vert with Lemon Butter

Poached Asparagus

Braised Fennel and Tomato

Roasted Baby Vegetables with Lemon Butter

Each meal is accompanied by:

Bakery Fresh Rolls, Chef's Dessert, Coffee, Water and Iced Tea Station



THE PROVINCIAL



Serviced Dinner • Prices do not include attendant charge. See “Event Staffing” section for details.

— MENU SELECTIONS —

Your choice of salad, entrée, and dessert.

Coffee, tea and decaffeinated coffee are included with your entrée selection.

— APPETIZERS —

Fresh Mozzarella Cheese and Beefsteak Tomato – Drizzled with Extra Virgin Olive Oil Vinaigrette and Fresh Basil Leaves . . .	\$4.95
Jumbo Lump Crabcakes with Remoulade Sauce	\$8.00
Traditional Shrimp Cocktail on Bed of Greens	\$9.00
Seafood Martini	\$7.90
Mini Maryland Crab Cake with Cajun Remoulade	\$8.25

— SALADS —

(choice of one)

Hail Caesar –	Crisp romaine hearts tossed in a traditional Caesar dressing with fresh grated Parmesan cheese, finished with cracked pepper and toasted croutons
Endive and Gorgonzola Salad –	Belgian Endive, Bibb lettuce, radicchio and pine nuts tossed with Gorgonzola Dressing
Spring Mix Field Greens –	A simple salad with grape tomato and our house salad dressing
Spinach Salad –	Spinach, Candied Walnuts, Dried Cranberry, Goat Cheese, and Poppy Seed Dressing
Orange Thyme Salad –	Field Greens salad with oranges and toasted almonds, Orange Thyme Vinaigrette
Fresh Beet Salad –	Roasted Beets, Teardrop Tomatos, Crumbled Feta, Macerated Onions, Baby Greens, and Red Wine Vinaigrette
Salad Bouquet –	English Cucumber Wrap and Tomato Relish

— ENTRÉE SELECTIONS —

Prime Rib of Beef, Horseradish Mashed Potatoes and Baby Carrots	\$29.95
Black Angus Medallions of Beef topped with Asparagus, Roasted Red Pepper and Crab Merlot Demi Cream on a bed of Mushroom Rissotto	\$33.70
Potato Crusted Pacific Halibut with Lemon Burre, Blanc Roasted Tomatoes and Asparagus	\$28.90
Seared Sea Scallops with Wasabi Cream, Asian Vegetable Slaw and Coconut Scented Rice	\$24.40
Grilled Salmon Topped with Plum Tomatoes, sautéed Vidalia onions served over spinach and orzo	\$24.40
Gorgonzola Chicken served with Spaghetti Vegetables and Purple Fingerling Potatoes	\$24.80
Forster Chicken served with timble of Wild Rice and Golden Beets	\$23.85
Rosemary crusted Rack of Lamb marinated in garlic and olive oil, served with black olives and tomato salsa Potato Vegetable Napeoleon	\$38.10
Maple Glazed Pork Tenderloin sauteed Spaetzle and Butternut Squash	\$26.60

— VEGETARIAN ENTRÉES —

Saffron Risotto, Baby Bok Choy, cannellini beans, chiffonade of leeks and broiled herb tomato	\$18.70
Eggplant Napeoleon with Arborio Rice	\$19.61
Portabella Mushroom Stuffed with Grilled Vegetables	\$19.54

— DUO ENTRÉES —

Beef Tenderloin with Maryland Styled Crab Cakes, Fennel Roasted Vegetables and Fingerling Potatoes	\$38.80
Center Cut Sirloin fanned with Scallops, Asparagus and topped With Bearnaise Sauce	\$29.95
Chicken and Salmon Dijon - Grilled Boneless Chicken with Grilled Salmon Filet on a pool of Dijon Mustard Sauce, Duchess Potatoes and Sauteed Spinach	\$31.90
Baby Lamb Chop with Grilled Shrimp, Whole Grain Mustard Cream Sauce, Potato au Gratin and Poached Asparagus	\$19.54

DESSERT SELECTIONS

For "The Provincial Menu"

Individual Tiramisu

Warm Chocolate Lava Cakes

Chocolate Pyramid

Raspberry White Chocolate Brulee Cheesecake

Dulce DeLeche Cheesecake

Fresh Mixed Berries served in Chocolate Cup and Topped with Fresh Whipped Cream





HOT HORS D'OEUVRE



Hot Hors D'oeuvres require an attendant. Price does not include attendant charge.

See "Event Staffing" Section for details.

Priced per 50 pieces

\$50.95 Selection

Italian Meatballs
Franks in a Blanket
Vegetable Pot stickers

\$69.95 Selection

Chicken Quesadillas Cornucopia
Coconut Shrimp
Vegetable Egg Rolls
Breaded Scallops
Mini Cordon Bleu
Butterfly Shrimp
Zucchini Sticks

\$89.95 Selection

Philly Cheese Steak En Croute
Spinach and Cheese Filo
Ginger Chicken wrapped in Bacon
Crab Rangoon
Breaded Chicken Tenders
Mushroom Caps filled with Sausage
Mushroom Caps filled with Crabmeat
Wild Mushroom Filo Purse
Mini Beef Wellington

** Customized chef designed hors d'oeuvres available upon request.*



COLD HORS D'OEUVRE



Jumbo Cocktail Shrimp
Market Price (50 pieces)

\$50.95

Melon Wrapped with Prosciutto (50 pieces)
Asparagus Wrapped with Prosciutto (50 pieces)

\$48.95

Bruschetta:

(Your Choice of One Topping)

Black Olive Tapenade, Green Olive Tapenade, Fresh Tomato & Basil,
Roasted Pepper and Imported Provolone Cheese Toppings (Serves 25)

\$89.95

Sushi Platter

\$62.50

Hummus Trio:

Hummus with Toasted Pita chips, celery,
carrot sticks and flat bread (Serves 25)

\$45.00

Mexican Fiesta Display

Baskets spilling tri colored tortilla chips, tangy salsa, guacamole and sour cream (Serves 25)

\$60.00

Domestic Cheese Tray with Crackers (Serves 30)

\$70.00

Imported Cheese Tray with Crackers (Serves 30)

\$65.00

Crudite Tray (Serves 30)

\$70.00

Fruit Tray Seasonal (Serves 30)



TAKE A BREAK!!!



Circus Ride . . . \$4.00 per person

Popcorn
Roasted Peanuts
Soft Pretzels
Lemonade & Iced Tea

Munchin' Time . . . \$4.25

Potato Chips
Pretzels
Tortilla Chips
Salsa
Lemonade & Iced Tea

Me Like Cookie . . . \$4.95

Assorted Home Baked Cookies
Brownies
Ice Cold Milk
Iced Tea

Antonio Bananas . . . \$4.95

Fresh Ripe Bananas
Rice Krispie Treats
Craisin Snack Bag
Lemonade & Iced Tea

Hey, Candy Man! . . . \$5.00

Assorted Chocolate Candy Bars
Bowls of Hard Candies
Swedish Fish
Lemonade & Iced Tea

The Afternoon Delight . . . \$5.50

Fresh Fruit tray
Brownies
Bottled Water
Lemonade & Iced Tea

You Health Nut! . . . \$4.75

Bowls of Grapes & Strawberries
Boxed Organic Raisins
Granola Bars
Bottled Water



BARBECUES



*There is a 25 person minimum • All hot buffets require an attendant
Price does not include chef on site or charge for wait staff. See "Event Staffing" section for details.*



NOVA GRILL • \$21.95



Grilled Jumbo Hot Dogs
Grilled Hamburgers*
Barbecue or Teriyaki Chicken
Barbecue Ribs
Mini Corn on Cob
Baked Beans

Potato Salad & Cole Slaw
American Cheese, Lettuce,
Tomato, Onion Platter
Summer Mix Salad Greens
with Dressings
Fresh cut Summer Fruits

Potato Chips & Pretzels
Rolls, Condiments, Pickles
Home Baked Cookies
Assorted Cold Sodas and
Bottled Water
Paper & Plastic Service

** Vegetarian Burgers available upon request*



A SOUTH PHILLY BUFFET • \$17.90



Authentic Italian Hoagies
Philly Cheese Steaks with choice of
Sautéed Onions, Green Peppers or
Mushrooms
Sweet Italian Sausage & Peppers
Stuffed Pepper Shooters
Jersey Tomato and Fresh Mozzarella Salad

Fresh Soft Pretzels with Yellow Mustard
Italian Water Ices
Mini Hershey Bars
Assorted Sodas & Bottled Water
Paper & Plastic Service

CASUAL BUFFETS

HOT GRILLED SANDWICH BUFFET • \$12.95

*(Choose 2 pre made sandwiches) 20 person minimum • All hot buffets require an attendant
Price does not include attendant charge. See "Event Staffing" section for details.*

- **Grilled Garden** - Grilled Eggplant, Zucchini, Roma Tomatoes, Fire Roasted Peppers, Provolone Cheese, Olive Asiago Tapenade
- **Aztec Chicken** - Marinated Grilled Chicken Breast, Chipotle Mayonnaise, Caramelized Red Onions and Monterey Jack Cheese
- **Pesto Bello** - Fresco Pesto, Tomato, Grilled Portobello Mushrooms, Fresh Mozzarella and Baby Spinach
- **Tuscany** - Baby Spinach, Genoa Salami, Grilled Chicken, Provolone Cheese With Red Pepper Spread

Buffet is accompanied by:
Garden Salad
Brownies
Water & Iced Tea





A LA CARTE MENU



Bagel Assortment (minimum order 1 dz.)	\$.95 each
<i>(Includes cream cheese, jelly, butter)</i>	
Brownies	\$1.35 each
Cheese Tray, Domestic with Crackers (serves 30)	\$60.00
Cheese Tray, Gourmet with Crackers (serves 30)	\$70.00
Cookies, Fresh Baked	\$1.25 each
Crudité Tray (serves 30)	\$65.00
Fruit Tray, Seasonal (serves 30)	\$65.00
Fruit and Berry Tray (serves 30)	\$65.00
Assorted Fresh Seasonal Hand Fruit	\$12.00/dz.
Miniature Dessert Delight Tray (24 pieces)	\$48.95
Assorted Mini Muffins	\$18.42 dozen
Nuts, Mixed Cocktail (3 lbs.)	\$29.95
Large Blueberry Muffins (1 dozen minimum)	\$2.15 each
Potato Chips (individual bags)	\$.95 each
Pretzels (individual bags)	\$.95 each
Strawberries, Chocolate Dipped	\$32.00/dozen
Assorted Sandwiches on Fresh Baguette (tray of 5 sandwiches)	\$29.75 each
1 Liter Evian Water	\$2.00 each
Soft Pretzels	\$.75
Pizza Cheese	\$11.95
Pizza Assorted Toppings	\$13.95
White Banquet Cloth	\$.50



BEVERAGES



Dasani Water (16.9 oz. bottle)	\$1.50 each
Dasani Water (12 oz. bottle)	\$1.25 each
Coffee, Tea, Decaffeinated Coffee Services	\$2.25 per person
Iced Tea	\$1.50 each
Lemonade	\$1.50 pint
Milk	\$.75 half pint
Soda (12 oz. can)	\$1.25 each

CATERING POLICIES

Timing of Your Request:

Villanova University's Catering Division works on a "three day advance" schedule. We require 72 hours (3 working days) notice for every catering request.

Attendance Guarantee:

To keep your costs as low as possible, it is important to have an accurate head count. A final guarantee of attendance must be provided **three full working days** prior to your event. This time is required to ensure an adequate staff of attendants and sufficient quantities of food for your guests. The number of guests you state will be considered a minimum guarantee and not subject to reduction. Any increases in count after this deadline may result in additional charges for new costs incurred above the quoted per guest charges.

Cancellations:

If it should become necessary to cancel an event, please notify our Events and Catering Office immediately. Our cancellation fees are as follows:

- Seven calendar days notice – 10% of the function's total cost will be charged.
- 48 hours notice – 25% of the function's cost will be charged.
- Less than 48 hours – full cost of the event will be charged.
- If the University unexpectedly closes, your event will be cancelled at no charge.
- If the University has 2 hour delay and your event falls within that delay, your event will be cancelled at no charge.

Pricing and Billing:

Our quoted prices include the following *(except where noted)*:

- All paper service, where appropriate
- Standard chairs and sixty inch round tables in the Connelly Center.
- White linen with navy napkins to be used at no extra cost when meals are served on china in the Connelly Center
- China service outside the Connelly Center or in other locations will require rentals.
- Rental charges will also be incurred outside of the Connelly Center for any linen and tables.
- The charge for rentals will be passed on to your group directly from the rental invoice.

We will accommodate all your needs as best as possible, but extra service or special needs are subject to additional charges. Flowers, rental equipment, props, specialty linen, and tents are available for additional charges. Special menu requests will be gladly accommodated; however, price adjustments may be necessary.

Delivery Services:

Standard deliveries and pick-ups are set up at your convenience. To provide complimentary delivery on the Campus we have a \$50 food minimum order Monday through Friday, 8 am to 4 pm. For orders occurring weekdays after 4 p.m., or on weekends, there will be an additional charge for labor and services. Service staff will not remain at the event unless requested or needed based on your event specifics.

CATERING POLICIES

Event Staffing:

The Events and Catering Office will help you determine staffing needs based on the size of your group, menu, style of service and the logistics of the space. The rate for attendants is \$25 per hour, per service person based on actual hours worked, with a five-hour minimum. We require an attendant to be available at events which require open flames or chafing dish warmers.

Style of Service Guide:

(Amount of servers depends on the menu selected)

- Butlered Hors d'oeuvres
1 server required for every 25 guests
- Buffet with China
1 server required for every 30 guests
- Sit-down Dinner with China
1 server required for every 20 guests
- Stations
1-2 attendants depending on the action of the station
- Carvers
Server for every carving station

Staffing Cost:

- Attendant/Server
\$125.00 for 5 hours
- Carver
\$125.00 for 5 hours
- Bartender
\$150.00 for 5 hours

\$25.00 for each additional hour

- One of the great values that University Catering offers is that no gratuity is charged or expected.

Room Setup:

All table and chair setups that are located in the Connelly Center, St. Augustine Center or Dougherty Hall must be arranged by calling (610) 519-7270. Other location requests are the responsibility of the party requesting the space. Please contact Facilities Management at (610) 519-4426. Setup request for client groups of Conference Services will be managed by the office of Conference Services (610) 519-7580.

Holidays and Breaks:

On designated Villanova University holidays, University Catering will **not** be available. During University breaks, catering services **may not** be available.

Removal of Food:

Due to the regulations of the Health Department and catering industry standards, any food not consumed at the event may not be removed except by University Catering.

Sales Tax:

Non profit organizations must provide a copy of their tax exempt status prior to event for waiver of the 6% Pennsylvania state sales tax.

Alcohol Policy:

The Events and Catering Office can assist you in making arrangements regarding alcohol and bar services for your event.

Our liquor policy is as follows:

- Cash bars are not permitted.
- All alcoholic beverages are provided at cost. A great savings benefit Villanova Catering can offer.
- When wine is poured tableside, there will be a \$5 per bottle corkage fee.
- There will be a service charge of \$225 for each full bar set-up.
- Bartenders are provided at a rate of \$150 for each bartender.
- A service charge of \$100 will be assessed for a wine and beer bar set-up.
- All off campus groups must be sponsored by a University department in order for University Catering to provide alcohol at their event.
- All PLCB rules and regulations regarding age and intoxication will be adhered to.

Alcohol Service at Catered Events: Villanova University does not allow for the on-site sale of alcohol to individuals in any circumstances. Group functions where alcohol (beer, wine or liquor) is served and is part of a banquet, reception or party-type event, which may be free admission or one, in-advance admission price for the whole event, can be permitted according to state law.

Villanova Catering can buy and provide alcohol at cost for your group, or the group can supply its own alcohol, and Villanova Catering will

serve it. In either case the group is responsible for the costs of Villanova Catering bartenders and a service charge for bar set-ups (full bar set-up, or beer-wine-soda set-up) according to prescribed standards based on number of attendees.

If Villanova Catering provides the alcohol, it will charge a group for what attendees consume at the event, by-the-bottles (beer or wine), or by-the-portion-of-the-bottle (liquor). A group can limit the amount of alcohol served by designating in advance the amount it wants Villanova Catering to purchase.

Groups that provide their own alcohol are responsible for delivering it according to Villanova Catering directions and removing any remaining alcohol immediately following the function. For further catering information, call 610-519-7273.

Fixed Cost for Alcohol

Full Bar Set Up (*Liquor and Wine/Beer/Soda*)

\$250.00

Includes Mixers, Sodas, Cocktail Napkins, Bar fruit, Cups, Clothed Table, Ice Buckets, Setup and availability for purchase of all liquor.

Wine/Beer/Soda Bar

\$150.00

Includes Sodas, Cocktail Napkins, Cups, Clothed Table, Ice Buckets, Setup and availability for purchase of all wine and beer.



**UNIVERSITY
CATERING**

A DIVISION OF VILLANOVA UNIVERSITY DINING SERVICES



TO ORDER, CALL CATERING AT 9-7273 OR CALL (610) 519-7273

WWW.DININGSERVICES.VILLANOVA.EDU

