

Catering



*Saint Francis
University*



Dear Colleague

Thank you for selecting us to cater your upcoming event!

Our friendly staff and experienced culinary team pride themselves in building personal relationships and providing exceptional culinary experiences.

This menu is just the beginning when you plan your event here at Saint Francis University. Whether it's a simple morning break, a VIP luncheon, or an elegant hors d'oeuvre reception, these pages are filled with fresh, contemporary menu ideas.

These menu options are only the starting point. Let our Director of Catering help you customize an innovative and creative menu perfect for any occasion. Our desire is to serve you a truly memorable meal made of fresh, high-quality foods and prepared from scratch with authentic ingredients. This is an event you will be proud to host.

If we can offer you more information, stop by the Dining Services Catering office located in Torvian Dining Hall or you can call us at 814.472.3238

We look forward to the opportunity to serve you.

All prices based upon per person unless otherwise noted.

Breakfast Selections

COFFEE AND BEVERAGE SELECTIONS

Beverage price includes paper beverage napkins, plastic glasses or plastic hot beverage cups, appropriate accompaniments and beverage table set-up.

Coffee service (regular, decaffeinated & hot tea)

Fruit punch

Sparkling fruit punch

Bottled orange, apple or cranberry juice

Fresh squeezed orange or grapefruit juice

Hot chocolate

Iced tea and lemonade

Canned soda

Bottled spring water

Pint milk

MORNING BREAK SELECTIONS

Break price includes paper beverage napkins, plastic plates, appropriate accompaniments and food table set-up.

Fresh seasonal fruit salad

Whole fresh fruit

Fresh fruit platter with yogurt dip

Assorted Danish

Assorted jumbo muffins

Assorted scones

Home-baked breakfast bread

Croissants with butter and jelly

Coffee cake

Assorted biscotti

Petite cinnamon rolls

Assorted donuts

Granola bar

Country biscuits with whipped butter and jam

Assorted bagels with cream cheese, butter and jelly

Smoked salmon platter

Breakfast Buffet Selections

Price includes paper beverage napkins, plastic plates and glasses, plastic hot beverage cups, appropriate accompaniments and food table set-up.

CONTINENTAL BREAKFAST

Chilled fruit juices, assorted Danish & muffins OR coffee cake OR bagels, coffee/decaf/hot tea

DELUXE CONTINENTAL BREAKFAST

Chilled fruit juices, assorted Danish & muffins OR coffee cake OR bagels, sliced fresh seasonal fruit tray with yogurt dip, coffee/decaf/hot tea

HEALTHY ALTERNATIVE

Chilled fruit juices, assorted yogurts and granola, low fat muffins, sliced fresh seasonal fruit tray, coffee/decaf/hot tea

LIGHT BREAKFAST BUFFET

Chilled fruit juices, scrambled eggs, hash browns, assorted muffins, fresh seasonal fruit, coffee/decaf/hot tea

DELUXE BREAKFAST BUFFET

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

Bagels with cream cheese, jellies and butter, for an additional charge.

Omelets made to order (parties of 35 or more), for an additional charge plus chef attendant fee.

REFRESH

We recommend that Buffet Breakfasts be refreshed after 2 hours.
Includes pastry and coffee service only.

Served Breakfast Selections

Plated meal includes: fresh fruit, choice of one starch, freshly baked pastry basket, coffee/ decaf/ hot tea and choice of either orange or cranberry juice. Meal price includes appropriate wait staff, linen for guest tables and china service.

STRAWBERRY CREPES

Fine French pancakes filled with fresh strawberries and topped with whipped cream

QUICHE LORRAINE

Eggs, cream, bacon, Swiss cheese and onions baked in a flaky pie crust

VEGETABLE QUICHE

Eggs, cream, seasonal vegetables and cheddar cheese baked in a flaky pie crust

EGGS BENEDICT

Poached eggs and sliced ham on an English muffin topped with Hollandaise sauce

EGGS FLORENTINE

Poached eggs and sautéed spinach on an English muffin topped with Béarnaise sauce

FRITTATA

Italian baked egg casserole. Choose from Western, meat lovers or vegetarian

Starches: Home fries, grits, hash browns, tater tots, potatoes O'Brien

Meats (*add your choice of one meat for an additional charge*): Sausage links, sausage patties, turkey sausage, bacon, turkey bacon, ham

Box Lunch Selections

BASIC BOX LUNCH

Includes appropriate condiments and paper products.

Choice of ham, turkey, grilled marinated vegetables or roast beef on a kaiser roll with American or provolone cheese, lettuce and tomato, potato chips, fresh fruit, a cookie, canned soda or bottled spring water

GOURMET BOX LUNCHES

Includes one side salad, bar dessert, canned soda or bottled water, appropriate condiments and paper products.

Nutty Chicken Sandwich

Grilled chicken breast with roasted red peppers and cilantro almond relish on a wheat roll

Pepper Crusted Beef, Bacon and Arugula Sandwich
On sourdough bread with spicy mustard

Moroccan Carrot and Goat Cheese Sandwich
With green olive tapenade on 12 grain bread

Smoked Turkey

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

Portabella Pita Pocket

Portabella mushrooms, fresh spinach, Swiss cheese and herb mayo in a pita pocket

California Wrap

Smoked turkey, Cheddar cheese, alfalfa sprouts, avocado, crisp greens on an herb wrap

Side Salads: Dijon redskin potato salad, whole wheat pasta salad, fresh fruit, grilled marinated vegetable salad

Desserts: Cappuccino bars, fruit torte bars, marble brownies, raspberry cheesecake bars

Deli Sandwich Platter Selections

Serves 10-12 Guests. Price includes paper products.

Add a side salad and canned soda or side salad and bottled spring water for an additional charge.

JERKED CHICKEN WITH MANGO CHUTNEY

Jerk spice grilled chicken topped with mango chutney

GOURMET ITALIAN

Capicola, ham, prosciutto, provolone, roasted red pepper, crisp greens, Italian dressing

TURKEY PESTO

Deli turkey, lettuce, plum tomatoes, cucumber, red onions and pesto sauce

GRILLED VEGETABLE

Grilled zucchini, yellow squash, red and green bell peppers drizzled with balsamic vinaigrette

ROAST BEEF GOUDA

Slow roasted beef topped with smoked Gouda, caramelized onions and horseradish sauce

Pizza Selections

15" pizza is 10 cuts. The price includes paper products. Add tossed green salad with choice of two dressings and canned soda or bottled water for an additional charge.

CHEESE PIZZA

WHITE PIZZA

PEPPERONI PIZZA

VEGETARIAN SUPREME

Luncheon Entree Salads

Included: freshly baked rolls, butter, salad dressing, dessert, beverage and paper products. These salads can be plated individually or offered buffet style for a minimum of 10 people. If you would like these salads to be served please add \$2.00 per person.

CAESAR SALAD

Crisp romaine, Parmesan cheese and croutons tossed in
Caesar dressing

Add sliced, grilled chicken breast, beef, salmon or shrimp for an additional charge

PINEAPPLE MARINATED SALMON WITH ASIAN CABBAGE

On a bed of mixed greens with fresh grilled pineapple

FAR EASTERN STEAK SALAD

Grilled beef with shiitake, watercress and sweet & sour sauce

GRAINY MUSTARD CHICKEN SALAD

Grilled, julienned chicken breast, fresh green beans, cherry tomatoes
and sliced almonds on a bed of crisp greens and served with
grainy mustard dressing

ASIAN CHICKEN NOODLE SALAD

Rice sticky noodles with spring greens, apples and mint topped with
tender slices of chicken breast with a sweet and tangy dressing
Substitute flank steak for an additional charge

GREEK SALAD

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

GRILLED CHICKEN SALAD

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

Luncheon Sandwich Boards

*Includes one side item, dessert, beverage, appropriate condiments and paper products.
When ordering, please limit your selections to two different sandwiches.*

ROAST BEEF BAGUETTE

Thinly sliced roast beef, Cheddar cheese, field greens, tomatoes and horseradish sauce on a baguette

ROSEMARY GRILLED CHICKEN CIABATTA

Marinated chicken breast served with light rosemary mayonnaise, lettuce and tomatoes on ciabatta bread

SMOKED TURKEY CLUB WRAP

Shaved smoked turkey, bacon, American cheese, lettuce and tomatoes topped with herb mayonnaise in a herb wrap

GRILLED VEGETABLE FOCACCIA

Portabella mushrooms, red onions, zucchini, yellow squash and roasted red peppers brushed with balsamic vinaigrette, grilled and served on foccacia bread

RED PEPPER HUMMUS PITA

Roasted red pepper hummus, cucumber and sprouts on pita bread

Side items: Creamy coleslaw, potato salad, pasta salad, marinated grilled vegetable salad, fresh seasonal fruit, pretzels, potato chips

Desserts: Home-style cookies, marble brownies, fruit torte bars, raspberry cheesecake swirl bars

Beverages: Bottled water, canned soda, iced tea, lemonade

Buffet Selections

PICNIC BUFFETS

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. A grill rental with charcoal is required at 30.00 per event.

Picnic Package #1

(25 guest minimum)

Hamburgers, hot dogs, veggie burgers, buns, baked beans, lettuce, tomatoes, cheese, pickles, choice of one (1) side salad, choice of one (1) dessert, and choice of one (1) beverage
Add grilled chicken breast for an additional charge

Picnic Package #2

(25 guest minimum)

Country style BBQ ribs & chicken, corn on the cob (seasonal), rolls, butter, choice of two (2) side salads, choice of two (2) desserts, choice of two (2) beverages
Add veggie burgers for an additional charge

Side Salads: Cole slaw, potato salad, sweet and sour slaw, red skin potato salad, broccoli bacon salad, pasta salad, macaroni salad, fresh fruit

Desserts: Cookies, brownies, pies, bar desserts

Beverages: Canned sodas, iced tea, lemonade, fruit punch, iced water

COLD BUFFETS

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.

Traditional Deli Buffet

(10 guest minimum)

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

Gourmet Deli Buffet

(10 guest 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, iced brownies, assorted canned soda or bottled spring water

Buffet Selections

CONTINUED

Gourmet Salad Buffet

(10 guest minimum)

Sliced marinated grilled chicken breast, sliced marinated grilled beef steak, marinated grilled seasonal vegetables, seasonal greens, tomatoes, cucumbers, olives, red onions, shredded Cheddar cheese, crumbled feta or bleu cheese, assorted rolls, butter, fresh seasonal fruit or fruit pie, assorted canned soda or bottled spring water (choice of two dressings: ranch, balsamic vinaigrette, fat free Italian, fat free French, poppyseed, Caesar or fat free raspberry vinaigrette)

HOT PASTA BUFFET

(20 guest minimum)

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

Choice of two (2) pastas: rainbow rotini, linguini, farfalle, penne, cheese tortellini, cheese ravioli

Choice of two (2) sauces: marinara, meat, Alfredo, pesto cream

Choice of two (2) desserts: assorted cookies, frosted brownies, fruit or cream pie

Add meatballs, julienned breast of chicken, or Italian sausage for an additional charge

HOT ENTRÉE BUFFETS

(20 guest minimum)

Includes: rolls, butter, coffee, decaf, tea, iced water, paper products and buffet table linens.

Add a 3rd entree selection for an additional charge

Garden Salad Table (select one)

Traditional Caesar salad

Greek salad/lemon oregano vinaigrette

Traditional spinach salad/poppyseed dressing

Mixed greens topped with seasonal vegetables/two salad dressings

Buffet Entrees (select 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

Buffet Selections

CONTINUED

English Style Scrod

Filet of scrod topped with buttered seasoned bread crumbs and oven finished

Sliced Roast Beef

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

Chicken Saltimbocca

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

Chicken Cordon Bleu

Boneless breast of chicken stuffed with Swiss cheese and baked ham

Spinach Stuffed Portabellas (Vegan)

Portabella mushroom caps stuffed with spinach, garlic, tomatoes and bread crumbs

Baked Ziti Marinara (Vegetarian)

Al dente ziti tossed with Italian cheeses, marinara sauce and baked

Grilled Zucchini with Fresh Tomato Salsa (Vegan)

Sliced, grilled zucchini topped with tomatoes, olive oil and garlic

Side Dishes (select two): Roasted redskin potatoes, fresh seasonal vegetable medley, rice pilaf, scalloped potatoes, green beans almondine, broccoli with cauliflower & red pepper

Desserts (select two): Fruit pie (apple, cherry, or peach), cream pie (lemon meringue, coconut, or chocolate), carrot cake, angel food cake with seasonal fruit topping, chocolate or vanilla mousse, cake roll (jelly or pumpkin), chocolate or vanilla layer cake.

New York style cheesecake available for an additional charge

Served Entree Selections

Includes: choice of one salad, one starch, one vegetable, one dessert, freshly baked rolls, butter, iced water and iced tea. The price also includes appropriate wait staff and table linens.

Salads (choice of 1)

Traditional Caesar

Traditional spinach salad

Garden salad with field greens

Field greens with spiced almonds and dried cranberries

Fresh tomato and mozzarella salad (seasonal)

Vegetables (choice of 1)

Fresh Medley

Asparagus (seasonal)

Green beans almondine

Zucchini, squash & red bell pepper julienne

Roasted seasonal vegetables

Starches (choice of 1)

Baked potatoes

Roasted red skin potatoes

Wild rice pilaf

Orzo pilaf

Penne marinara

Basmati rice

Desserts (choice of 1)

Chocolate cake tower

Tiramisu *(for an additional charge)*

Fruit pie

Chocolate mousse with berries

Fresh berries in chocolate cup (seasonal) *(for an additional charge)*

New York style cheesecake with fruit topping *(for an additional charge)*

Served Entree Selections

SAUTEED CHICKEN AND SHRIMP

Boneless breast of chicken and jumbo shrimp sautéed and napped in a lemon chive butter sauce

TRADITIONAL STUFFED CHICKEN BREAST

Stuffed with sage scented bread dressing

SMOKED GOUDA AND PROSCIUTTO STUFFED CHICKEN

Boneless breast of chicken stuffed with smoked gouda and prosciutto, napped with pesto cream sauce

CHICKEN PARMESAN

Breaded chicken breast topped with provolone and Parmesan cheese and smothered in marinara sauce

CHICKEN WITH FETA AND SPINACH

Chicken breast stuffed with feta cheese and spinach; served with a chicken velouté

PRIME RIB OF BEEF

(20 guest minimum)

Slow-roasted prime rib of beef, hand carved and served with au jus

FILET MIGNON

6 oz. filet grilled to perfection and served with merlot demi glace

BEEF FLANK STEAK

Grilled and served with wild mushroom sauce

NEWYORK STRIP STEAK

10 oz. steak grilled and served with gorgonzola cheese and balsamic reduction

BABY RACK OF LAMB

Roasted to perfection in mustard and herb crust

PORK MEDALLIONS

Sautéed and served with seasonal fruit compote

Served Entree Selections

CONTINUED

CORNISH GAME HENS

Wild rice stuffing and natural juices

SALMON

Fillet grilled and served with a dill cucumber sauce

MARYLAND CRAB CAKES

The classic...served with rémoulade sauce

MEDITERRANEAN COD

Cod baked with citrus zest, kalamata olives, shallots, capers and plum tomatoes

HALIBUT

Baked and served with carrots, fennel, lemon and garlic

WILD MUSHROOM AND LEEK TART (Vegetarian)

Wild mushrooms, leeks, gorgonzola cheese and fluffy eggs baked in a delicate crust

VEGETARIAN PAD THAI (Vegan)

A spicy stir fry of bean sprouts, rice noodles, fresh chilis, soy sauce and peanuts served over jasmine rice

GRILLED VEGETABLE STACK

Portabello mushroom, yellow squash, zucchini, green pepper, red pepper, and carrots in a balsamic glaze, grilled and stacked, served with pesto and roasted red pepper coulis

Add coffee service to any entree for an additional charge

Hors d'oeuvre Selections

*Each item is priced per person for one (1) hour of service with reception portions.
All prices include appropriate paper products.*

Mini Cheeseburger

Mini Quiche

Meatballs - Swedish or BBQ

Stuffed Mushrooms

Mini Vegetarian Eggrolls

Spanakopita

Chicken Satay with Spicy Peanut Dipping Sauce

Mini Crab Cakes with Rémoulade Sauce

Cheese Quesadillas

Shrimp Cocktail

Pineapple Chicken Skewers

Coconut Chicken with Plum Sauce

Coconut Shrimp with Orange Sauce

Fresh Mozzarella & Cherry Tomato Skewers

Fresh Fruit Kebabs

Smoked Salmon Pinwheels

Feta Cheese and Sun-dried Tomatoes in Phyllo

Finger Sandwiches (tuna, egg and chicken salad)

Gourmet Finger Sandwiches (roast beef & Boursin, smoked salmon,
roasted turkey)

Basil Tomato Crostini

Artichoke Asiago Crostini

Wild Mushroom Crostini

Roasted Red Pepper and Feta Pockets

Domestic Cheese Platter

Crudités

Afternoon Break Selections

All prices include appropriate paper products.

MAKE YOUR OWN TRAIL MIX

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

ICE CREAM SUNDAE BAR

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

FITNESS BREAK

Seasonal fresh fruit, dried fruits, pretzels, yogurts, fruit juices and bottled waters

SWEET & SALTY BREAK

Assorted packages of chips and pretzels, candy bars, bottled waters and canned sodas

AFTERNOON TEA

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

Potato chips or pretzels

Potato chips or pretzels and ranch dip

Tortilla chips and salsa

Assorted freshly baked cookies

Tea cookies

Petit fours

Mini cheesecakes

Fudge brownies

Assorted bar desserts

Biscotti

No Bakes

Platter Selections

Each item is priced per person for one (1) hour of service. All prices include appropriate paper products.

DOMESTIC CHEESE TRAY

Cheddar, Swiss, pepper jack and provolone cheese with mustard dipping sauce, assorted crackers and fresh fruit garnish

IMPORTED CHEESE TRAY

Chef's selection of imported cheese with fresh fruit garnish and assorted crackers and baguettes

GRECIAN PLATTER

Hummus with pita bread, gourmet olives, red onions, feta cheese, roma tomatoes and cucumber slices

MEDITERRANEAN PLATTER

Hot capicola, soppressata, gourmet olives, fresh mozzarella, roma tomatoes, roasted peppers, bread twists

TAPAS PLATTER

Assorted olives, marinated shrimp, marinated seasonal vegetables, manchego cheese, toasted spicy cashews and assorted flat breads

BAKED BRIE (serves 20-25)

Brie wrapped in herbs or with pecans and brown sugar or your own custom creation, served with sliced baguette and grapes

FRESH FRUIT PLATTER (seasonal)

Honeydew, watermelon, cantaloupe, grapes, strawberries and other seasonal fruits with yogurt dip

Platter Selections

CONTINUED

VEGETABLE CRUDITE PLATTER

A variety of mixed fresh vegetables served with ranch dressing

Hot Artichoke Dip with Pita Chips

Spinach Dip in a Rustic Pumpernickel Round

Cucumber and Feta Dip with Pita Chips

Roasted Red Pepper Hummus with Pita Chips

Stations Selections

Each item is priced per person for one (1) hour of service and includes the chef attendant, linen for the food table and paper products.

Minimum 25 people

CARVING STATION

Your choice of turkey breast, roast beef or ham served with appropriate condiments

PASTA STATION

Penne pasta and cheese tortellini tossed to order with marinara, Alfredo, olive oil, garlic, and pesto with seasonal vegetables and served with bread sticks

Add chicken, Italian sausage or shrimp for an additional charge

STIR FRY STATION

Steamed white rice and lo mein noodles stir fried to order with choice of shrimp, chicken or beef and seasonal vegetables with assorted Asian sauces

OMELET STATION

Omelets made from farm fresh eggs and filled to order with cheddar cheese, feta cheese, spinach, onion, ham, bell peppers, tomatoes and mushrooms

RAW BAR

Cherrystone clams and oysters shucked to order, chilled cooked shrimp, crab claws on a bed of ice served with appropriate condiments

Catering Guidelines

ROOM/EVENT RESERVATIONS

Room reservations are handled through the Reservations, Information and Conference Services Offices located in the John F. Kennedy Center for Student Life, (814) 472-3005. Please make all reservations, room set-up, AV needs, staging, podium requests, etc. through the RICS Office. Your room reservation must include proper set-up and clean-up time. Room reservations need to be made prior to contacting the Dining Services office. In order to plan and schedule properly, Dining Services must be notified a minimum of two weeks before your event. Event reservations are handled by emailing catering@francis.edu or calling the Saint Francis University Catering Department at (814) 472-3238. Please consult our catering staff about any special needs allowing adequate time for planning and preparation of special dietary needs, linen requests or flowers.

CATERING DEPARTMENT

The Catering Office is open to accept orders Monday through Friday from 9:00 AM to 5:00 PM excluding Saint Francis University 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 (1) day prior to the event date. A 10% late fee is charged for any function booked after 1:00 PM the day prior to the event. Stop by our Dining Services Catering office located in the Torvian Dining Hall or call (814) 472-3238.

INFORMATION HELPFUL IN MAKING YOUR ARRANGEMENTS

Theme of or reason for your event

Style of service (buffet, served, drop-off)

Vegetarian meals needed?

Program details-awards ceremonies, speakers, etc.

Special diet restrictions

Floral arrangements and center pieces

Special layout needs (reserved seating, registration tables, etc.)

Budget parameters

Weather-Is a rain site required?

Form of payment (account number, check, cash, credit)

China or disposable service?

Fax number or email for order confirmation

TYPES OF SERVICE

Served - All courses are served at your table. Depending on 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 more than one entrée choice, you are required to give the Dining Services Catering Department a specific guest count for each entree ordered three (3) business days (Wednesday for Monday) prior to the event.

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 less than 25 people 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 formally serve or a more informal style of event.

Delivery Set-up/Pick-up - Deliveries made on campus with a set-up required. Please be sure to order adequate tables for food and beverage service and have them set-up at least one (1) hour before the event is to begin. We will set-up 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 \$5.00 will be added to any order under \$25.00. Delivery times are available 7:00 AM to 7:30 PM. Any delivery before or after these times may incur an additional charge dependant on time, guest count and location. Pricing includes pick-up of all equipment. All equipment is the sole property of Saint Francis University Dining Services Catering Department 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 set-up required, as well as no pick-up/clean-up. We will drop-off your order approximately 15 minutes before your event is to begin unless instructed otherwise. A delivery fee of \$5.00 will be added to any order under \$25.00. Delivery times are available 7:00 AM to 7:30 PM. Any delivery before or after these times may incur an additional charge dependant on time, guest count and location. Pricing includes disposable-ware. Drop-off cannot occur if the menu requires reusable equipment.

Pick-Up/No Frills Service - Carry out service can be arranged for items you may wish to pick-up from the Dining Services Catering Office. Pick-Up/No Frills cannot occur if the menu requires reusable equipment. Please see our No Frills Menu for options.

LINEN

All prices for meals and receptions include standard linen services with house colors for all food tables including guest seating tables. Additional linen can be rented for an additional charge. House colors are red and white. Custom linens and colors are available at an additional charge.

CHINA SERVICE

All Saint Francis University sponsored events held on campus will be provided with linen and china service unless otherwise designated. Events held off campus and/or not Saint Francis University sponsored will be provided linen and disposable ware. China service with Saint Francis University standard catering china may be added at a charge of \$3.00 per person, per event.

BAR SERVICE

Saint Francis University does not have a liquor license. Any event not sponsored by Saint Francis University must provide proof of insurance with a certificate of coverage for liability insurance for the event. Two copies of the certificate and a copy of this signed contract need to be provided to the Reservations, Information and Conference Services Offices located in the John F. Kennedy Center for Student Life thirty (30) days prior to your event. All full bars will be charged \$4.00 per person for the first hour and \$2.00 per person every hour after, the set-up fee includes all mixers and garnishes. Beer and/or wine bars will be charged a \$2.00 per person per hour bar set-up fee. Fees include one (1) bartender for two (2) hours of service per 75 people. A bartender is required for any event that serves alcoholic beverages.

SERVICE CHARGES

Most meals include the price of appropriate wait staff. If an attendant is requested for an event not requiring normal wait staff services:

Server/Attendant \$15.00 per hour - 4 hour minimum

Chef Attendant \$20.00 per hour - 4 hour minimum

Bartender \$20.00 per hour - 4 hour minimum

RENTALS

The Catering Department will be happy to arrange any rentals you need for your event through our rental company. All costs will appear on your final bill.

FINAL GUARANTEE

A 15% fee will be charged to any non-university event. 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 to the Dining Services' Catering Office within twenty-four (24) hours. The expected count that you give us should be as accurate as possible. The Catering Department will plan, purchase and bill for all guests that you indicate will attend. If actual guest count exceeds the guarantee, we will adjust the invoice to reflect the additional charges. A final guarantee number must be given to the Dining Service Catering Department no later than seventy-two (72) hours (3 business days) prior to the event, Wednesday in case of Monday event. Cancellations up to three (3) days prior to the event are without charge. After three (3) days but prior to the day of the event will be charged 25% of the event order. Cancellation or failure of cancellation same day of event will result in a full charge of entire event. Any non Saint Francis University sponsored event is subject to the current Pennsylvania state sales tax rate unless proof of exemption is provided.

PAYMENT ARRANGEMENTS

At the time your order is placed we will need your Saint Francis University account number so we can start processing your event. If you are not billing through the University Billing Department and are not University Faculty, staff or a 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 in either cash, check or credit. Any additional costs incurred during the event will be billed within seven (7) days of the event and payment is due fifteen (15) days after that.

DINING HALL AND RETAIL MEAL VOUCHERS

For those clients that would prefer taking a group to the Torvian Dining Hall, Frankie's, Café Gubbio, or Padua Express during regular business hours, Saint Francis University Dining Services provides meal vouchers. Please contact the Dining Services office at (814) 472-3016 or dining@francis.edu to place your order for your 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

Saint Francis 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 Saint Francis University Dining Services 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 risk of foodborne illness.

UNIVERSITY POLICY

As Saint Francis University policy mandates, department funds allocated for food services must use the Saint Francis University Dining Services Department. 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 Management team any special dietary requirements. In case of inclement weather, please discuss a secondary plan to insure the success of your event. Dining Services no longer loans or rents equipment and supplies unless food is provided by Saint Francis University Dining Services.

The Saint Francis Philosophy

WHAT WE DO MAKES A DIFFERENCE!

At Saint Francis we will always conduct our business with the highest of ethical standards. We continue to expand our role as a socially responsible department and provide exceptional culinary experiences.

Our success is a result of passion for our guest 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, whole and prepared in a healthy and nutritious way
- Purchasing at least 20% of our produce from local farmers, growers' and cooperatives
- Creating innovative menu options that include more healthful options
- Training our staff on proper techniques to ensure we serving a safe product

WE SUPPORT OUR LOCAL COMMUNITIES BY:

- Purchasing from local growers' food producers and artisans
- Volunteering at local food banks and soup kitchens
- Encouraging internships from local schools

WE SUSTAIN OUR ENVIRONMENT BY:

- Converting our spent fryer oil into bio-diesel
- Partnering with Seafood Watch to increase our use of sustainable seafood
- Offering options of fair trade coffees
- Promoting the reduction of Styrofoam use
- Using biodegradable containers for our "on the go!" program

What we do makes a difference!