



**DINING SERVICES**

## Internal Catering Guide 2017/2018

Dear RMU Community,

The RMU Catering Department is ready to cater events, meetings and student functions. Our friendly staff and experienced culinary team pride themselves in providing exceptional culinary experiences.

The [RMU internal menu](#) has been updated to accommodate the RMU Community during construction of the new UPMC Event Center. The Catering staff will work with you on the various options available based on your event and location. Some of the selections in this guide require a minimum amount of guests.

Our desire is to serve a memorable meal made with fresh high-quality foods prepared from scratch with the finest ingredients.

Planning your event: [\(Click here for a step by step guide\)](#)

- What is the nature of your event?
- Are there guest food allergies and/or dietary restrictions?
- Will the event space accommodate the catering set up (sit down vs. buffet)?
- Will the food be offered around a program or during a meeting that cannot be interrupted?
- For your safety, all perishable food and beverage items not consumed at the event must remain on the site of your event

Sincerely,

*RMU Catering Staff*

## RMU Internal Catering Menu

### Coffee and Beverages Selections

Coffee Service ( <i>regular   decaffeinated   hot tea</i> )	1.50 per guest
Juice ( <i>orange   apple   cranberry</i> )	1.25 per guest
Hot Chocolate	1.00 per guest
Iced Tea	1.25 per guest
Lemonade	1.25 per guest
Canned Soda ( <i>Pepsi products</i> )	1.25 per each
Bottled Spring Water	1.60 per each
Bottled Fruit Juice	2.40 per each

### Breakfast Buffet

Each buffet is priced per guest for two (2) hours of service and is available for groups of 15 or more. Buffet prices include coffee, decaf coffee, hot tea, appropriate accompaniments, all disposable serve ware.

<b>Continental Breakfast Buffet</b>	5.50 per guest
Chilled Fruit Juices, Assorted Danish and Muffins or Bagels	

<b>Deluxe Continental Breakfast Buffet</b>	7.00 per guest
Chilled Fruit Juices, Assorted Danish and Muffins or Bagels, Fresh Sliced Seasonal Fruit Tray with Yogurt Dip	

<b>Colonial Breakfast Buffet</b>	10.50 per guest
Chilled Fruit Juices, Scrambled Eggs, Breakfast Potatoes with Peppers and Onions Breakfast Meat (choice of sausage, bacon, ham or turkey bacon), Fresh Seasonal Fruit Salad, Assorted Breakfast Pastries	

### Morning Meetings/Breaks - a la carte

Each item is priced individually for two (2) hours of service and includes appropriate accompaniments, all disposable serve ware.

Fresh Seasonal Fruit Salad	2.50 per guest
Whole Fresh Fruit	1.15 per piece
Fresh Fruit Platter with Yogurt Dip	2.75 per guest
Assorted Danish	13.75 per dozen
Assorted Muffins	13.75 per dozen
Home-Style Breakfast Bread ( <i>serves 8-10 guests</i> )	10.50 per loaf
Coffee Cake ( <i>serves 8-10 guests</i> )	10.50 per loaf
Assorted <i>Mac's</i> Donuts	15.00 per dozen

### **Afternoon Meetings/Breaks**

Each break is priced per guest for two (2) hours of service and is available for groups of 15 or more. Buffet prices include appropriate accompaniments and all disposable serve ware.

**Snack Attack** 4.00 per guest

Assorted soda, bottled water, popcorn or pretzels, and assorted candy bars

**Sweet Treat** 4.25 per guest

Assorted soda, bottled water, fresh brewed coffee and homemade cookie assortment, and/or fudge brownies

**Fiesta Break** 4.25 per guest

Assorted soda, bottled water, tortilla chips, fresh salsa and guacamole

### **Afternoon Meetings/Breaks - a la carte**

Potato Chips 1.00 per guest

Pretzels 1.00 per guest

Assorted Freshly Baked Cookies 10.00 per dozen

Fudge Brownies 10.00 per dozen

Assorted Bar Desserts 12.00 per dozen

Hummus and Pita Platter (*serves 15-20*) 30.00 per platter

Cheese and Fruit Platter (*serves 15-20*) 65.00 per platter

### **Platters and Dips**

Each item is priced per platter which serves 15-20 guests and includes appropriate accompaniments, all disposable serve ware.

**Domestic Cheese Platter** 55.00 per platter

Cheddar, Swiss, Pepper Jack and Provolone Cheese with Mustard Dipping Sauce, Assorted Crackers and Fresh Fruit Garnish

**Meat & Cheese Platter** 70.00 per platter

Hot Capicola, Soppressata, Gourmet Olives, Fresh Mozzarella, Roma Tomatoes, Roasted Peppers, Assorted Crackers and Mustard

**Fresh Fruit Platter with Yogurt Dip** 40.00 per platter

**Vegetable Crudité with Ranch Dip** 40.00 per platter

**Artichoke Dip with Pita Chips** 35.00 per platter

**Jalapeno Popper Dip with Tortilla Chips** 30.00 per platter

**Cannoli Dip with Waffle Cone Pieces** 30.00 per platter

**Buffalo Chicken Dip with Tortilla Chips** 40.00 per platter

**Roasted Red Pepper Hummus with Pita Chips** 30.00 per platter

## **Hors d'oeuvres**

*Hors d'oeuvres may be stationary or passed. If you would like them passed, service staff is available for an additional cost of \$20 per hour, per staff member.*

Each item is priced per dozen for two (2) hours of service and includes appropriate accompaniments, all disposable serve ware.

<b>Mini Quiche</b>	20.00 per dozen
<b>Meatballs – Swedish or BBQ</b>	15.00 per dozen
<b>Chicken Satay with Spicy Peanut Dipping Sauce</b>	20.00 per dozen
<b>Mini Crab Cakes with Rémoulade Sauce</b>	24.00 per dozen
<b>Shrimp Cocktail</b>	market price
<b>Breaded Sesame Chicken with Lemongrass Sauce</b>	22.00 per dozen
<b>Mozzarella and Tomato Crostini</b>	15.00 per dozen
<b>Beef Carpaccio Crostini with Herb Cheese and Caramelized Onion</b>	22.00 per dozen
<b>Shaved Roast Beef Slider with Horseradish Aioli and Onion Straws</b>	24.00 per dozen

## **Casual Buffets**

Each buffet is priced per guest for two (2) hours of service and available for groups of 15 or more. Casual buffet prices includes appropriate accompaniments, and disposable serve ware.

**Wing Bar (6 pieces average per guest)** 9.00 per guest

Buffalo and Plain Wings, Celery and Carrot Sticks and your choice of Ranch OR Bleu Cheese Dressing

**Taco Bar / Nacho Bar** 10.75 per guest

Taco Beef, Vegetarian Refried Beans, Corn and Flour Tortilla Shells and Chips, Salsa, Sour Cream, Guacamole, Lettuce, Cheddar Cheese, Chopped Tomatoes, Black Olives and Jalapeños

**Gourmet Deli Buffet** 12.50 per guest

Roast Beef, Baked Ham, Turkey, American, Swiss and Pepper Jack Cheese, Marinated and Grilled Seasonal Vegetables Assorted Breads and Buns, Condiments, Relish Tray, Pasta Salad, Potato Chips and Pretzels, Assorted Cookies and Brownies

**Colonial Salad Bar** 9.50 per guest

Mixed Greens and Chopped Romaine with Tomatoes, Cucumber, Purple Onion, Black Olives, Shredded Cheddar Cheese, Garbanzo Beans, Artichokes, Julienne Turkey, Julienne Ham, Ranch and Italian Dressing, Rolls and Butter, Assorted Cookies and Brownies

Add Julienne Chicken Breast for an additional 2.00 per guest

**Pittsburgh Salad Bar** 13.50 per guest

Sliced Grilled Chicken Breast, Sliced, Grilled Flank Steak, Marinated Grilled Seasonal Vegetables, French Fries, Mixed Greens, Tomatoes, Cucumbers, Black Olives, Purple Onions, Shredded Cheddar Cheese, Ranch and Italian Dressing, Rolls and Butter, and Assorted Cookies and Brownies

**Traditional Picnic Package** 11.75 per guest

Hamburgers, Hot Dogs, Veggie Burgers, Buns, Lettuce, Tomatoes, Cheese, Pickles, choice of Pasta Salad, Coleslaw or Potato Salad, and Assorted Cookies and Brownies

Add Grilled Chicken Breast for an additional 2.00 per guest

**Pittsburgh Station** 12.75 per guest

Roasted Beet Salad with Bleu Cheese, Potato and Cheese Pierogies, Haluski, BBQ Ham Sandwich Sliders, Kielbasa and Sauerkraut or Parma Hot Sausage with Hoagie Rolls, and Assorted Cookies and Brownies

**Hot Pasta Buffet** 11.50 per guest

Includes Penne and Cheese Tortellini, Marinara and Alfredo Sauce, Tossed Salad, Rolls and Butter, and Assorted Cookies and Brownies

*Add Meatballs OR Italian Sausage for an additional 2.00 per guest*

*Add Julienne Chicken Breast for an additional 2.00 per guest*

## **Boxed Lunches**

Includes pasta salad, cookie, canned soda or bottled water, appropriate condiments, and disposable products.

**Grilled Chicken Ciabatta** 7.50 per box

Grilled Chicken Breast with Light Rosemary Mayonnaise (on side), Lettuce, and Tomato on Ciabatta Bread

**Roast Beef & Cheddar Baguette** 7.50 per box

Thinly Sliced Roast Beef, Cheddar Cheese, Lettuce, Tomatoes, and Horseradish Cream (on side) on a Baguette

**Smoked Turkey Club Wrap** 7.50 per box

Smoked Turkey, Bacon, Cheddar Cheese, Lettuce, and diced Tomato in an Herb Wrap

**Grilled Vegetable Focaccia** 7.50 per box

Grilled Balsamic Marinated Portobello Mushrooms, Red Onions, Zucchini, Yellow Squash, and Roasted Red Peppers served on Focaccia Bread with Hummus Spread,

**Smoked Turkey Ciabatta** 7.50 per box

Smoked Turkey, Roasted Red Peppers, Herbed Mayonnaise (on side), Lettuce and Tomato on Ciabatta Bread

## **Super Subs**

Serves 10 guests. Includes appropriate condiment packets, all disposable serve ware.

*Add a side salad, chips or pretzels for \$1.25 per guest.*

**Gourmet Italian** 28.25 per each

Capicola, Ham, Prosciutto, Provolone, Roasted Red Peppers, Lettuce and Tomato

**Turkey Club** 28.25 per each

Smoked Turkey, Bacon, Cheddar Cheese, Lettuce, and Tomato

**Grilled Vegetable** 26.00 per each

Balsamic Marinated Grilled Zucchini, Yellow Squash, Red and Green Bell Peppers with Roasted Red Pepper Hummus

**Colonial Combo** 29.25 per each

Choice of two of the above selections

## **Hot Entrée Buffet**

Each buffet is priced per guest for two (2) hours of service and are available for groups of 15 or more. Hot Entrée Buffets prices include freshly baked rolls with butter, all disposable serve ware.

Two Entrée Lunch Buffet (*prior to 3 pm*) 16.00 per guest

Two Entrée Dinner Buffet (*after 3 pm*) 19.25 per guest

### **Salad Choice (*select 1*)**

- Traditional Caesar Salad with Croutons
- Traditional Spinach Salad with Poppy seed Dressing
- Tossed Garden Salad with Ranch and Italian Dressing

### **Entrée Choices (*select 2*)**

- Grilled Chicken with Fresh Tomato Salsa
- Parmesan crusted Chicken Tenderloins with a Lemon Basil Cream Sauce
- English-Style Scrod topped with Buttered Seasoned Bread Crumbs
- Carved Top Round of Beef with Bordelaise Sauce
- Stuffed Portobello (Vegetarian): Portobello Mushroom Caps Stuffed with Feta Cheese, Black Olives, Artichoke Hearts, and Roasted Red Peppers
- Classic Cheese Lasagna (vegetarian): Pasta layered with Italian Cheeses and Marinara Sauce

### **Side Dish Choices (*select 2*)**

- Roasted Redskin Potatoes
- Chive and Yukon Gold Smashed Potatoes
- Wild Rice Pilaf
- Balsamic Pasta Primavera
- Seasonal Vegetable Medley
- Green Beans
- Broccoli and Cauliflower
- Sliced Herbed Carrots

### **Dessert Choices (*select 2*)**

- Assorted Mini Tarts
- Carrot Cake
- Angel Food Cake with Seasonal Fruit Topping
- New York-Style Cheesecake
- Chocolate Layer Cake

## **Bar Services**

The Pennsylvania Liquor Control Board regulates the service of all alcoholic beverages. The Catering Department is responsible for the administration of and adherence to these regulations.

The Catering Department will request proper identification (Photo ID) of any guest of questionable age and refuse alcoholic beverage service if the guest is underage or proper identification cannot be produced. The Catering Department will refuse to serve any guest who, in the Catering Department's judgement, appears to be intoxicated.

Certified Bartenders are required at all catered functions where alcoholic beverages are served or sold. The rate is \$20/hour per bartender. In addition to the hours of bar service, one hour for setup and one hour for breakdown will be included in the service hours.

Beer & Wine Bar — One bartender for every 75 guests

Full Bar — One bartender for every 50 guests

**During construction: If Alcohol will be served at your event, the Catering Department needs to be notified a minimum of 30 days in advance to be sure appropriate liquor permits are acquired, if needed.**

### **Hourly Cocktail Packages:**

Unlimited consumption of house wine, cocktails, bottled beer, and sodas or juice on a per guest basis.

One Hour	18.00 per guest
Two Hours	20.00 per guest
Three Hours	26.00 per guest
Four Hours	28.00 per guest

### **On Consumption:**

Cocktails are tabulated by the bartender.

House Cocktails	6.50 per each
House Wine	6.00 per each
Beer	5.00 per each
Soft Drinks	1.25 per each
Bottled Water	1.50 per each

### **Cash Bar:**

If interested in a cash bar, please contact us for additional information.

House Cocktails	6.50 per each
House Wine	6.00 per each
Beer	5.00 per each
Soft Drinks	1.25 per each
Bottled Water	1.50 per each



## Step by Step Internal Catering Guide

### Campus Events:

During construction event space is available in the following locations:

- Franklin Center
- Yorktown Conference Center
- Wheatley Café (after 6:30pm on weekdays)

Catering is available for other locations on campus, please call Conference and Facilities Service x4471 to inquire about additional event location options

### Booking a Campus Event:

**Step 1** Reserve your event space with Conference and Facilities Services (CFS), extension 4471. They will ask:

- When is the date of your event
- What room/location are you requesting
- What are your event needs
  - Room set up: Classroom, U shape, rounds, etc.
  - Extra tables for registration, vendors, etc.
  - Catering
  - Audio/visual

### Placing your Catering Order:

**Step 2** E-mail [catering@rmu.edu](mailto:catering@rmu.edu) or call 412-397-4990 to place your catering order. Office hours are between 9am and 4pm Monday through Friday. Secure your catering reservation at least seven (7) business days in advance to allow for ordering and preparation.

Orders requested less than 72 business hours before the event start time will incur a delivery fee of 10% or \$10 whichever is greater or your items may be picked up at Nicholson Center for no additional charge.

### Please have the following information ready:

1. Room confirmation number from your CFS reservation
2. Tables:
  - a. Type of linens (standard or custom)  
*additional time may be needed for custom linen orders*
  - b. Centerpieces (standard or custom)  
*additional time may be needed for custom centerpieces orders*
  - c. Other tables that will need linen (registration tables etc.)
3. Food and Beverage Service Times (may differ from event times)
4. Food and Beverage selections
5. Will you be having alcohol? During construction, The Catering Department will need to be notified a minimum of 30 days prior to your event.

**Step 3** Final guest count is needed 72 business hours before the event start time. The guest count serves as the guaranteed and minimum billable amount for your event. Catering will accommodate should the attendance exceed your guaranteed count and the bill will be adjusted to reflect actual guests served.

#### Cancellations

Cancellation will be accepted up to 72 business hours prior to the start time of your event. All other cancellations are subject to full charges. If you need to cancel your event, please call the Catering Department at 412-397-4990.

#### Billing and Payment

All catering charges will be invoiced through RMU. An 18% service charge is applied to all internal RMU events. If the catering charges should be billed to an outside entity, please indicate this when scheduling the space with CFS and provide billing contact information including address and telephone number of the responsibly party. Please contact Catering regarding external events as menu pricing and services charges differ.

#### Linens:

Catering covers all buffet, beverage, and guest tables at no charge with white lap length linen and/or red or blue skirting (if needed), for all catered events that include food and/or beverage.

Custom linens, including floor length linens, are special ordered and available in a variety of patterns and materials for an additional cost which varies depending on linen selection. Custom linens require a 7 business day lead time in advance of the event.

#### *Extra Tables (i.e. Registration, vendor tables):*

- Lap Length Table Cloth - \$5 per table
- Table Skirting - \$10 per table

#### Centerpieces

##### *Standard Centerpieces:*

Three standard sizes are available from a local florist that adhere to the RMU standards set in place. Standard centerpieces require a 5 business day lead time in advance of the event.

##### *Custom Centerpieces:*

Custom centerpieces are available from a local florist and require a 7 business day lead time in advance of the event.

##### *Customer supplied centerpieces:*

You are welcome to supply your own centerpieces. Please deliver to the event site the day of the event.

#### Standard Tableware Sizes:

- Continental Breakfast served on small (6" size) plates
- Hot Breakfast and Lunch served on luncheon (9" size) plates
- Hors d'oeuvres and Desserts served on small (6" size ) plates based on the menu
- Dinner served on a larger dinner (10 1/4" size) plate

*During construction, high quality disposable tableware and serve ware will be utilized for catered events.*