INTERNAL 2020
REDUCED CONTACT WITH SAFETY IN MIND

Catering menu

DUQUESNE UNIVERSITY
Catering Services
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DEAR FRIENDS,

• • •STRESS-LESS, REDUCED CONTACT CATERING IS HERE.

More than ever, our catering team is committed to delivering you the most convenient service and exceptional food experience in the safest way possible. We have designed this menu to highlight offerings that are portioned and packaged for your guests for easy and safe distribution.

Leveraging the knowledge of our food safety experts and remaining aligned with CDC guidelines, we have carefully and consciously adapted our services in the best interest for the health and safety of our guests and team members.

With an ever-present focus on craftsmanship, our catering experiences are still always made from scratch. You'll enjoy fresh, consciously sourced food with a focus on seasonal ingredients that are meant to nourish, comfort, fuel, and excite our guests with food every single day. This menu is just the start - should you desire something different, we are here to customize a menu and delivery experience to suit your vision.

Our friendly staff and experienced culinary team pride themselves on building personal relationships and providing authentic culinary experiences, today and always.

We look forward to the opportunity to serve you!

(V) = VEGETARIAN OFFERING
BREAKFAST

TRADITIONAL CONTINENTAL 5.59 per guest
Our baker’s choice of two or three assorted pastries

DELUXE BREAKFAST 14.95 per guest
Scrambled eggs, French toast, or pancakes, one breakfast meat (bacon, sausage, ham, or turkey sausage), home-fried potatoes, pastry, and a fresh fruit cup

BREAKFAST BOX
Perfect start to the day with individually portioned items packaged with the appropriate utensils and accompaniments.

FRESH START BOX (V) 7.99
• Low-fat yogurt and granola
• Fresh fruit
• House-made muffin
• Bottled water
• Coffee and tea service

CLASSIC BREAKFAST 12.99
• Shredded breakfast potatoes
• Scrambled eggs
• Bacon or sausage
• Fresh fruit
• Freshly-baked muffin
• Bottled water
• Coffee and tea service

BREAKFAST SANDWICH MEAL (V) 10.39
• Toasted English muffin with fried egg and cheese (Add bacon or sausage for additional charge)
• Fresh fruit
• Bottled water
• Coffee and tea service

HEART SMART (V) 9.99
• Apple cinnamon oatmeal or hearty overnight oats
• Fresh fruit
• Greek yogurt
• Hard-boiled egg
• Bottled water
À LA CARTE BREAKFAST

All items will be individually packaged.

MUFFINS
.99 each

ASSORTED MINI PASTRIES
2.89 per guest
Mini muffins, mini Danish, donut holes
(one each)

DANISH
1.39 each

ASSORTED PREMIUM DONUTS
16.79 per dozen
(Minimum order, three dozen)

REGULAR DONUTS
16.79 per dozen

ASSORTED BREAKFAST BREADS
8.79 each
Whole loaves sliced into eight pieces

INDIVIDUAL BOX CEREAL
1.59 each
With milk

YOGURT CUP
1.89 each

FRESH SEASONAL FRUIT CUPS
3.29 per guest

COFFEE, DECAF COFFEE, AND TEA
14.59 per gallon*

STARBUCKS® COFFEE
19.49 per gallon*

MILK
1.79 pint

HOT CHOCOLATE
13.79 per gallon*

*One gallon serves 15 eight-ounce cups or glasses.
SALAD SELECTIONS

All items will be individually packaged with dressings on the side.

Each salad meal includes a fresh roll, butter, house-made cookie, and bottled water along with appropriate utensils. 15 guests minimum.

SOUTHWEST CHICKEN SALAD 13.59
Seasoned grilled chicken, mixed greens, tomato, black beans, corn, tortilla strips, and chipotle ranch dressing.

ASIAN SALAD 13.59
Sesame-crusted chicken breast or tofu, mixed greens, cucumbers, bell peppers, carrots, crispy noodles, and ginger soy dressing.

GRILLED CHICKEN SALAD 12.79
Marinated grilled chicken, mixed greens, tomatoes, cucumbers, carrots, house-made croutons, and choice of two dressings.

COBB SALAD 13.59
Ham, turkey, provolone cheese, hard boiled egg, tomato, carrots, mixed greens, and romaine lettuce, with your choice of dressings.

PITTSBURGH SALAD 15.25
Choice of flank steak or grilled chicken breast with crispy house-made potato chips, tomato, grilled red onions, and shredded cheese, with our house-made ranch and balsamic dressings. Substitute tofu in place of any protein in your salad at no extra charge.

DUKE SALAD 15.69
Comes with a mix of romaine and mixed greens. Includes the following toppings: grilled chicken, grilled salmon, crispy house-made potato chips, tomatoes, grilled red onions, shredded cheese, olives, cucumbers, and croutons. Served with ranch and balsamic dressing.

PREMIUM SALAD 16.49
Comes with romaine lettuce, marinated grilled chicken, grilled salmon, grilled vegetables, crispy house-made potato chips, shredded cheese, tomatoes, olives, cucumbers, cranberries, house-made croutons, and choice of two dressings. Includes roll and butter and cookie.

Add shrimp or flank steak to your salad for an additional 2.39 per portion.
Add tofu as an additional protein for 1.00 per guest.
Each salad meal includes a fresh roll, butter, housemade cookie, and bottled water or canned soda along with the appropriate utensils.

**SIGNATURE CAESAR** 14.99
Chopped romaine lettuce topped with grilled chicken or grilled salmon, red onion, shaved Parmesan cheese, house-made croutons, and Caesar dressing

**FAJITA SALAD** 15.99
Mixed greens topped with grilled chicken, tomatoes, Pico de Gallo, jalapenos, cheddar cheese, black beans, corn, crispy tortilla strips, and a creamy chipotle dressing

**GREEN MACHINE (V)** 13.99
Edamame and cucumber topped with snap peas, avocado, hard-boiled eggs, sunflower seeds, roasted red peppers, and topped with a tarragon vinaigrette

**RAMEN BOWL (V)** 14.99
Soba noodles tossed with edamame, Mandarin oranges, cucumber, carrots, and hard-boiled egg on a bed of mixed greens with a sesame dressing
Add grilled chicken or shrimp for 2.39 per portion

**STRAWBERRY SPINACH SALAD (V)** 14.99
Baby spinach, fresh sliced strawberries, crumbled feta cheese, toasted almonds, and citrus poppyseed dressing
Add grilled chicken or shrimp for 2.39 per portion
SIGNATURE SANDWICHES

Each sandwich meal includes choice of pasta salad, potato salad, or coleslaw along with a housemade cookie, bottled water or canned soda, and the appropriate condiments and utensils.

AVOCADO BLT  12.99
Bacon, lettuce, avocado, and tomato sandwich on seven grain bread

CLASSIC CLUB  12.99
Turkey, bacon, lettuce, and tomato on fresh whole wheat bread

STEAK & SWISS WRAP  14.99
House-roasted beef with Swiss cheese on a whole wheat wrap

CAPRESE (V)  12.99
Sliced tomato, fresh basil, and fresh mozzarella served on Focaccia with Balsamic glaze

SPICY SOUTHWEST WRAP (V)  13.99
Your choice of blackened chicken or jackfruit (v) protein, sliced avocado, lettuce, and our chipotle black bean corn relish
RICE BOWLS

Bowls will be preassembled with dressing on the side.

BUILD YOUR OWN RICE BOWL 15.49 per guest
All rice bowls include cookies or brownies, iced tea or lemonade and water. 
Minimum of 10 guests.

CINCO CANTINA RICE BOWL
Grilled chicken, white or brown cilantro rice, seasoned black beans, pico de gallo, shredded lettuce, shredded cheddar cheese, creamy cilantro-lime dressing

ASIAN CHICKEN RICE BOWL
Teriyaki chicken, steamed white, brown or fried rice, stir-fry vegetables, mixed greens, green onion, chopped peanuts, ginger vinaigrette

GRAIN BOWL
Grilled chicken breast, quinoa and bulgur wheat medley, spinach, roasted vegetables, grape tomatoes, shredded carrots, basil pesto vinaigrette

CALIFORNIA RICE BOWL
Grilled chicken breast, steamed white or brown rice, roasted red peppers, grilled zucchini, spinach, scallions, and lemon vinaigrette

Add salmon for an additional 3.00 per guest
Add tofu for an additional 1.00 per guest
BOX LUNCHES

All items will be individually packaged with dressings on the side.

**THE GRAB’N GO** 10.69 per guest
Includes one granola bar per guest

**CHOOSE ONE SANDWICH:**
Turkey & cheese, ham & cheese, roast beef & cheese, tuna salad, chicken salad, or roasted vegetables

**CHOOSE ONE SIDE:**
Fruit salad, pasta salad, chips, or pretzels

**CHOOSE ONE DRINK:**
Canned soda, iced tea, or bottled water

**CHOOSE ONE DESSERT:**
Cookies or brownies

**THE GRADUATE** 13.49 per guest

**CHOOSE ONE SIGNATURE SANDWICH:**
(Minimum 5 per selection)
See page 11. All sandwiches are available as wraps.

**CHOICE OF TWO SIDES:**
Coleslaw, tossed garden salad, classic Caesar salad, seasonal fruit salad, or chips

**CHOOSE ONE DRINK:**
Canned soda, iced tea, or bottled water

**CHOOSE ONE DESSERT:**
Cookies or brownies
PIZZA

Individual, personal-sized pizzas.
Minimum of 10 guests. Full size large pizza available on request.

**CHEESE PIZZA** 6.99 per pizza
House-made dough, tomato sauce, and shredded mozzarella cheese

**PEPPERONI, HAM, OR SAUSAGE PIZZA** 7.99 per pizza

**VEGGIE SUPREME PIZZA** 7.99 per pizza
Assorted fresh vegetables and herbs with tomato sauce

**SPECIALTY PIZZA** 7.99 per pizza
Buffalo chicken, Hawaiian, supreme, or margherita

**EXTRA TOPPING CHOICES** .50 each
Extra cheese, pepperoni, Italian sausage, beef, ham, green peppers, onions, mushrooms, and tomato
25 guests minimum. Served with cookies and brownies, lemonade or iced tea, and ice water.

ALL-AMERICAN 13.25 per guest

MEAL:
Grilled hamburgers and grilled all-beef hot dogs (one per guest)

CHOICE OF TWO SIDES:
*All sides will be individually portioned and packaged.*
Coleslaw, watermelon, potato salad, or pasta salad

CONDIMENTS & EXTRAS:
Add chicken 2.99
Add grilled portobella mushroom 2.50
Lettuce, tomato, pickles, cheese, onion, mustard, relish, mayonnaise, and ketchup
## SWEETS AND SNACKS

All items will be pre-packaged and portioned.

<table>
<thead>
<tr>
<th>Item</th>
<th>Price/Unit</th>
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</thead>
<tbody>
<tr>
<td><strong>CUPCAKES</strong></td>
<td>17.49 per dozen</td>
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<tr>
<td>Yellow, chocolate, and red velvet</td>
<td></td>
</tr>
<tr>
<td><strong>FUDGE BROWNIES</strong></td>
<td>10.19 per dozen</td>
</tr>
<tr>
<td><strong>DESSERT BARS</strong></td>
<td>12.49 per dozen</td>
</tr>
<tr>
<td>Lemon bars, raspberry squares, orchard bars, oatmeal raisin bars, and magic bars</td>
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</tr>
<tr>
<td><strong>ASSORTED MINI CHEESECAKES</strong></td>
<td>2.99 per guest</td>
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<tr>
<td>(3 each)</td>
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</tr>
<tr>
<td><strong>ASSORTED COOKIES</strong></td>
<td>8.39 per dozen</td>
</tr>
<tr>
<td><strong>EAT’N PARK SMILEY® COOKIES</strong></td>
<td>1.79 Large</td>
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<tr>
<td><strong>ASSORTED GOURMET COOKIES</strong></td>
<td>2.59 per guest</td>
</tr>
<tr>
<td>Pecan tassies, mini lady locks, and coconut macaroon</td>
<td>(1 each)</td>
</tr>
<tr>
<td><strong>RICE KRISPIES® TREATS</strong></td>
<td>1.69 each</td>
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<tr>
<td><strong>WHOLE FRUIT</strong></td>
<td>1.19 each</td>
</tr>
<tr>
<td><strong>POTATO CHIPS OR PRETZELS</strong></td>
<td>1.19 each</td>
</tr>
<tr>
<td>Individual bags</td>
<td></td>
</tr>
<tr>
<td><strong>HOUSE-MADE POTATO CHIPS</strong></td>
<td>2.19 per guest</td>
</tr>
<tr>
<td><strong>HOUSE-MADE SWEET POTATO CHIPS</strong></td>
<td>2.35 per guest</td>
</tr>
<tr>
<td><strong>HOUSE-MADE RANCH DIP (4 OZ.)</strong></td>
<td>1.00 each</td>
</tr>
<tr>
<td><strong>TORTILLA CHIPS &amp; SALSA</strong></td>
<td>2.19 each</td>
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<tr>
<td>Bag of tortilla chips and side of salsa</td>
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</tr>
<tr>
<td><strong>RICE KRISPIES® TREATS</strong></td>
<td>1.69 each</td>
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</tbody>
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BEVERAGES

BOTTLED WATER 1.75 per bottle
FRUIT PUNCH 9.39 per gallon*
CITRUS JUICE PUNCH 14.99 per gallon
LEMONADE 9.39 per gallon*
SPARKLING CRANBERRY PUNCH 14.99 per gallon*
ARNOLD PALMER 9.39 per gallon*
½ lemonade, ½ unsweetened iced tea
APPLE CIDER 11.49 per gallon*
Served hot or cold. Only available in season, September – January.
FRESHLY BREWED ICED TEA 9.39 per gallon*
Unsweetened
CANNED ICED TEA 1.25 per can
CANNED SODA 1.25 per can
FLAVORED WATER 4.25 per gallon*
Orange-mint, lemon-basil, cucumber-melon, or orange lemon-lime
HOT CHOCOLATE 13.85 per gallon*
COFFEE, DECAF COFFEE, AND HOT TEA 14.59 per gallon*

*One gallon serves 15 eight-ounce cups or glasses.
SNACKS

SNACK PACKS
Four times as tasty, our snack packs feature four small compartments filled with complimentary flavors, textures, and treats to elevate the average snack break.

- **HEALTH BREAK (V) 6.69**
  - Fresh veggies
  - House-made hummus
  - Toasted pita points

- **ENERGY BOX (V) 6.69**
  - House-made granola
  - Fresh fruit
  - Dried fruit
  - Greek yogurt

- **SWEET & SALTY (V) 6.69**
  - House-made cookie bites
  - Crunchy pretzels
  - Mixed nuts

- **PROTEIN POWER BOX 6.69**
  - Cheese
  - Pepperoni
  - Crackers
  - Dried Fruit

BEVERAGES

- **BOTTLED WATER 1.75**
- **ASSORTED SODA 1.25**
- **BOTTLED JUICES 2.29**
  Choose orange or apple
- **BOTTLED ICED TEA 1.99**
  Choose sweetened or unsweetened

- **COFFEE & TEA SERVICE 14.59 per gallon**
  - Freshly-brewed coffee
  - Hot water and assorted tea bags
  - Individually-portioned accompaniments
HORS D’OEUVRES, DIPS & SPREADS

All items will be pre-packaged and portioned.

All hors d’oeuvres are priced per 15 portions (2 per cup).

COLD HORS D’OEUVRES

FRESH FRUIT SKEWERS 44.99

FRESH MOZZARELLA, TOMATO & BASIL SKEWERS 44.99

ITALIAN SKEWERS 46.99
Cheese tortellini, cubed salami, sun-dried tomato, and fresh basil leaf, drizzled with Italian vinaigrette

MEDITERRANEAN SKEWERS 46.99
Marinated artichoke hearts and mushrooms, fresh mozzarella, red pepper, drizzled with balsamic reduction

TOMATO & BASIL BRUSCHETTA 65.00

FRESH CRUDITÉ 44.99
With house-made ranch dip

ROASTED VEGETABLES 44.99
Served with red pepper romanesco

TRADITIONAL HUMMUS 46.99
Served with pita chips

ROASTED RED PEPPER HUMMUS 46.99
Served with pita chips

HERB & DRIED FRUIT SPREAD 65.00
Served with toasted baguette slices
All main course menus include: dinner rolls and butter, choice of garden, classic Caesar, or spinach salad, two sides, standard lunch or dinner desserts, coffee, decaf coffee, tea, and iced tea. Same sides for all guests. Maximum of three entrées per event. Lunch portions are available until 2 p.m. All prices are per guest.

SERVED CHICKEN ENTRÉES

ITALIAN STUFFED CHICKEN BREAST
Chicken breast stuffed with roasted mushrooms, fontina cheese, and fresh herbs with rosemary jus

MEDITERRANEAN SEARED CHICKEN BREAST
Sautéed chicken breast, artichoke hearts, sun-dried tomatoes, and basil with a white wine sauce

CHICKEN FLORENTINE
Oven-roasted breast of chicken stuffed with a blend of spinach, feta, and Parmesan cheese with Madeira sauce

BALSAMIC-GLAZED CHICKEN
Pan-fried chicken breast topped with balsamic vinegar glaze and fire-roasted grape tomatoes

GRILLED CHICKEN PARMESAN
Italian herb-marinated chicken breast topped with marinara sauce and three cheeses

CHICKEN MARSALA
Sautéed chicken served in a marsala mushroom wine sauce

FRESH GARDEN HERB & OLIVE OIL CHICKEN BREAST
Char-grilled chicken breast tossed with fresh herbs and extra virgin olive oil

PARMESAN-CRUSTED CHICKEN
Baked breast of chicken with a panko and Parmesan crust, served with an herb cream sauce
SERVED SEAFOOD ENTRÉES

SESAME-CRUSTED AHI TUNA  24.99  31.79
White & black sesame-crusted tuna steak finished with a soy-wasabi drizzle (served medium rare)

ADobo SALMON  19.49  26.49
Grilled fillet of salmon basted in an adobo barbecue sauce

HERB-CRUSTED SALMON  19.49  26.49
Oven-roasted salmon with fresh herb crust, topped with red pepper coulis

CITRUS MAHI MAHI  18.49  24.99
Fillet of mahi mahi topped with pineapple salsa

CRAB CAKE  20.25  25.99
Fresh crab meat with our special blend of seasonings, served with a creole mustard sauce

SERVED PORK ENTRÉES

CHIPOTLE PORK TENDERLOIN  16.25  21.59
Cumin & chipotle-rubbed pork tenderloin, grilled and topped with a chipotle BBQ sauce

PEPPERCORN-CRUSTED PORK TENDERLOIN  16.25  21.59
Pan-seared, pepper-crusted pork tenderloin topped with roasted mushrooms
## MAIN COURSE CONT.

All items will be individually served.

### SERVED BEEF ENTRÉES

<table>
<thead>
<tr>
<th></th>
<th>LUNCH</th>
<th>DINNER</th>
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</thead>
<tbody>
<tr>
<td><strong>GRILLED FILET MIGNON</strong></td>
<td>25.49</td>
<td>31.99</td>
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<tr>
<td>With a Cabernet Sauvignon demi-glace</td>
<td></td>
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<tr>
<td><strong>GORONZOLA-CRUSTED FILET MIGNON</strong></td>
<td>26.25</td>
<td>32.49</td>
</tr>
<tr>
<td>Gorgonzola &amp; pine nut-crusted filet mignon served with shallot demi-glace</td>
<td></td>
<td></td>
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<tr>
<td><strong>BRAISED SHORT RIB</strong></td>
<td>23.79</td>
<td>30.25</td>
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<tr>
<td>Tender boneless beef rib with red wine reduction</td>
<td></td>
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</tr>
<tr>
<td><strong>MONTREAL FLANK STEAK</strong></td>
<td>18.25</td>
<td>25.25</td>
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<tr>
<td>Marinated with a blend of garlic red wine vinegar and spices, and thinly carved</td>
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</tbody>
</table>

### SERVED VEGETARIAN ENTRÉES

<table>
<thead>
<tr>
<th></th>
<th>LUNCH</th>
<th>DINNER</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PARMESAN POLENTA WITH VEGETABLE RAGOÛT</strong></td>
<td>16.25</td>
<td>19.75</td>
</tr>
<tr>
<td>Cheesy cornmeal polenta cake topped with stewed vegetables</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>SEASONAL SQUASH TART</strong> Vegetarian</td>
<td>16.25</td>
<td>19.99</td>
</tr>
<tr>
<td>Seasonal squash in a pastry shell filled with egg custard and goat cheese</td>
<td></td>
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</tr>
<tr>
<td><strong>VEGETABLE QUICHE</strong></td>
<td>16.25</td>
<td>19.69</td>
</tr>
<tr>
<td>A savory mixture of eggs, cheese, and fresh vegetables baked in a pie shell</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>MUSHROOM RISOTTO</strong></td>
<td>16.25</td>
<td>19.69</td>
</tr>
<tr>
<td>Creamy arborio rice with Pennsylvania mushrooms and Asiago cheese</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>STUFFED PORTOBELLO MUSHROOM</strong></td>
<td>16.25</td>
<td>19.69</td>
</tr>
<tr>
<td>Portobello mushroom stuffed with spinach, roasted red peppers, fontina, and Parmesan cheese</td>
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</tbody>
</table>
SERVED PASTA ENTRÉES

<table>
<thead>
<tr>
<th>Item</th>
<th>LUNCH</th>
<th>DINNER</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUSHROOM RAVIOLI</td>
<td>16.25</td>
<td>19.99</td>
</tr>
<tr>
<td>Ravioli stuffed with mushrooms and tossed in a roasted red pepper cream sauce</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LASAGNA WITH MEAT SAUCE (10 guests minimum)</td>
<td>16.25</td>
<td>19.99</td>
</tr>
<tr>
<td>Layers of ground beef, ricotta cheese, house-made marinara sauce, mozzarella, and Parmesan cheese</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SUN-DRIED TOMATO &amp; MASCARPONE RAVIOLI</td>
<td>16.25</td>
<td>19.99</td>
</tr>
<tr>
<td>With a tomato-basil cream sauce</td>
<td></td>
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</tr>
<tr>
<td>VEGAN PENNE PASTA</td>
<td>16.25</td>
<td>19.99</td>
</tr>
<tr>
<td>Vegan penne with chickpeas, mushrooms, spinach, and roasted tomato sauce topped with toasted bread crumbs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>VEGETABLE LASAGNA (10 guests minimum)</td>
<td>16.50</td>
<td>19.99</td>
</tr>
<tr>
<td>Seasonal vegetables with layers of pasta and cheese in a white sauce</td>
<td></td>
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</tr>
<tr>
<td>MEDITERRANEAN PENNE PASTA</td>
<td>15.49</td>
<td>18.79</td>
</tr>
<tr>
<td>Sun-dried tomatoes, kalamata olives, and artichoke hearts in a fresh basil-garlic sauce</td>
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</tbody>
</table>
DESSERTS

All items will be individually plated.

PREMIUM DESSERTS
Upgrade your standard dessert to a premium selection for 2.69 per guest. Upgrade cookies and brownies to a premium dessert for 3.59 per guest.

TRIPLE CHOCOLATE CAKE
Layers of chocolate cake, fudge filling, and chocolate buttercream with chocolate garnish

TOASTED ALMOND TORTE
Two layers of almond cake filled with pastry cream, topped with buttercream icing and sugared toasted almonds

STRAWBERRY WHITE CHOCOLATE CHEESECAKE
Brown butter shortbread crust, white chocolate cheesecake, strawberry topping, and fresh mint

LEMON ANGEL FOOD CAKE
With whipped lemon filling and fresh berries

CHOCOLATE RASPBERRY TART
Chocolate shortbread crust, raspberry flavored ganache, fresh raspberries, and whipped cream

STANDARD DESSERTS
Upgrade cookies and brownies to a standard dessert selection for 1.29 per guest.

PIES
Apple, cherry, blueberry, lemon meringue, key lime, chocolate or banana cream

MOUSSE
Chocolate or strawberry

CAKES
Carrot, double chocolate, coconut, German chocolate, chocolate cake with peanut butter frosting, strawberry trifle

CHEESECAKES
Plain with fruit topping or chocolate chip
Authentic Culinary Experiences
BAR SERVICES

All alcoholic beverages* must meet the requirements set forth by Duquesne University. Consult the university’s Events Office for permission to serve these beverages.

BARTENDERS RATED HOURLY
Bartenders are required where alcoholic beverages are served. They will be supplied at an hourly rate. A three-hour minimum, including one hour setup and one hour breakdown per bartender, will be charged. One bartender per 75 guests. Bartenders will be supplied at a rate of 26.50 per hour, with a three-hour minimum.

Bar service outside of the Duquesne Union Building and Power Center Ballroom will require an additional charge of 1.59 per guest.

STANDARD BAR SETUP* 3.99 per guest
Includes glassware or clear plastic cups, cocktail napkins, stirrers, basic bar fruit, carbonated mixers, appropriate juices, assorted sodas, sour mix, water, ice, and chips or pretzels.

WINE & BEER BAR SETUP* 3.39 per guest
Includes glassware or clear plastic cups, cocktail napkins, stirrers, assorted sodas, tonic water, club soda, water, ice, lemons, and limes.

NO FRILLS BAR SETUP* 1.79 per guest
(When non-alcoholic beverages are included with dinner)
Includes glassware or clear plastic cups, cocktail napkins, stirrers, water, and ice.

*University stock alcohol. Billed separately by the university.
UNIVERSITY CATERING POLICY
Parkhurst Dining is proud to be the exclusive caterer of Duquesne University. All external groups are required to coordinate their on-campus catering needs with Parkhurst/Duquesne Catering Services. No outside food or beverages may be brought on the campus without prior written approval of the Catering Office.

ORDERING CATERING
Parkhurst prepares all of its food fresh, from scratch. In order to plan and schedule properly, CATERING ORDERS MUST BE PLACED TWO (2) WEEKS PRIOR TO YOUR EVENT. During busy times of the year (e.g., graduation, homecoming) and/or special menu requests, we will need more advance notice. If contact is less than two (2) weeks in advance, every attempt will be made to satisfy your needs for the event, but menu selection or any special requests cannot be guaranteed. If an order is placed three (3) business days or less prior to your event, an additional 10%, with a minimum of 10.00, will be added to the price, and menu selections may be limited.

Consult with the Catering Services staff about any special needs, allowing adequate time for planning and preparation (e.g., special linens, flowers, room configurations, and the like). The Catering Office is located in Room 318 on the third floor of the Duquesne Union Building and is open Monday–Friday, 8 a.m.–4 p.m.

PLACING A CATERING ORDER ON CATERTRAX
CaterTrax is the university's convenient online system for placing all catering orders, large or small. The Catering Office will create an account for all external events and enter all catering details in the system. External clients will be able to track, manage, and request changes to orders. CaterTrax is used worldwide at some of the top colleges and universities, businesses and industries, and sports and leisure venues. Simply create an account, then place any order up to 18 months in advance. You may track, manage, and repeat orders. Feel free to contact the Catering Office with any questions about CaterTrax at 412.396.6623 or catering@duq.edu.
MINIMUM ORDER
Parkhurst/Duquesne Catering Services is available to service the smallest to the largest event. However, we require 15 guests minimum for buffets and 10 guests minimum for all other catering. Service for fewer than the minimum amount of guests will incur a 5% surcharge.

ROOM/EVENT RESERVATIONS
Room reservations, audio-visual equipment, and table setup needs are handled through the university's Events Office, 412.396.6033. If the event is not affiliated with Duquesne University, please call Conference Services at 412.396.1175. For events in the Power Center Ballroom, please contact the university's Event Coordinator at 412.396.3516. Room reservations need to be made before contacting the Catering Office. Please inform the university's Events Office of any room setup needs, such as tables, trash receptacles, and so on. Catering does not provide these items. Please also inform the university's Events Office of any changes to counts, setup, and the like.

PLEASE BE PREPARED TO PROVIDE THE FOLLOWING INFORMATION
• Theme or purpose of event
• Special layout needs (reserved seating, head tables, linen needs)
• China or disposable table service
• Special diet considerations, food allergies
• Seasonal food availability
• Weather: Is a rain site required?
• Program details — awards ceremonies, speakers, and so on
• Will alcohol be served?
• Any VIP guests?
• Budget parameters
• Form of payment
• Style of service (e.g., served, buffet, carryout, delivery, setup)
• Confirmations

After the arrangements have been made, a copy of either the Banquet Event Order (BEO) or CaterTrax confirmation will be emailed to you. Once received, BEO/CaterTrax is the contract. Please review it carefully and if everything is correct, please email catering@duq.edu, or call the Catering Office at 412.396.6623, to confirm at least five (5) business days prior to your event. Email approval is allowed for most university events. If the BEO still requires last-minute adjustments, please contact the Catering Office.
FINAL GUEST COUNT/CHANGES
When booking the event, the expected guest count should be as accurate as possible. This number should be within 20% of your final guarantee to ensure that no unnecessary costs are incurred by Catering. Please call or email the Catering Office with the guaranteed number of guests at least three (3) business days prior to the event. Campus-wide events like Orientation, Homecoming, Senior Celebration, and Commencement require a final guest count at least five (5) business days prior to event.

Alterations to the order, including count changes and times, must either be emailed back to catering@duq.edu, placed with a Change Request on CaterTrax, or called in to us at 412.396.6623. Parkhurst/Duquesne Catering Services will plan, invoice, and purchase food based on the supplied count. Adjusting the number may incur an additional charge if changes are made after the deadline.

CANCELLATIONS
In the event of cancellations, notification is required a minimum of three (3) business days prior to the event. Failure to inform our department of cancellation will result in billing for fifty percent (50%) of the function, and for any specialty products ordered for the event.

ROOM ACCESS
We do not have key access to many rooms or buildings on campus. It is the client's responsibility to make sure that facilities are open at least 30 minutes prior to the order time for efficient setup of the event. An additional service fee may be incurred if Catering Services has to come back or wait for a room or building to be opened.

SPECIAL DIETARY RESTRICTIONS
It is the responsibility of the event host to determine if any special menus are needed for their guests. We are able to accommodate nearly any special meal with advance notice. Specific information regarding the guests' names and dietary requirements must be provided to the Catering Office at least three (3) business days in advance. Last minute orders take time to prepare and the guests may have to wait for their meals, or we may not be able to meet the requirements of the guests, depending on the requests. If you are unsure of your guests' preferences, we recommend that you order extra meals to accommodate the growing number of vegetarian and gluten-free requests.
LEFTOVER FOOD & BEVERAGES
State of Pennsylvania regulations do not allow us to release leftover food to you or your guests. Food items must be properly chilled, stored, heated, and served. When food is not handled correctly, it is very susceptible to foodborne illness. We cannot ensure that proper safety measures are followed after the food leaves the monitored and controlled environment of the event, thus creating a health concern.

CHINA/GLASSWARE
Events held within the Duquesne Union Building or Power Center Ballroom will be provided with china unless otherwise designated or at the discretion of the Catering Office. Events held in other areas will be provided with disposable ware unless otherwise requested or at the discretion of the Catering Office.

On campus, china and glassware service outside the Duquesne Union Building and Power Center Ballroom will require an additional charge of 1.89 per person with a 30-person minimum.

Parkhurst/Duquesne Catering Services embraces a sustainable ideology by offering an array of environmentally friendly serviceware. Costs of these product lines fluctuate. Please discuss these products for the event with the Catering Office.

ATTENDANTS/WAIT STAFF
All meal prices include attendants and culinary professionals appropriate for the guest count. If an attendant is requested for an event not requiring normal wait staff service, 22.50 per hour per attendant will be charged. Culinary professional fees are 30.00 per hour. Attendant/culinary fees include setup and cleanup times. Additional charges will be incurred if the event is held off-campus.

Attendants and wait staff at your event will be at the discretion of the Catering Office. Any catered event for more than 25 guests will require wait staff when deemed necessary by the Catering Office.

LINENS
House linens are included in the price of food events (hot breakfast, lunch, and dinner functions). Continental breakfasts, coffee/afternoon breaks, and cocktail receptions will include linen for the food tables only. House linens are standard white lap-length tablecloths with choice of white, navy, or red cloth napkins.

Additional house linens required for extra tables, such as registration, vendors, setup, and the like, will be charged a nominal fee of 3.00 each. Other sizes and colors of linen may be ordered upon your request and will be charged accordingly (average price is 7.50–15.00 each). Please call the Catering Office at 412.396.6623 for more information and options.
PRICING
We reserve the right to adjust or change pricing based on location, seasonal availability, and current market price of products found in this catering guide. Once the contract is signed, the prices are guaranteed. All prices in this guide are based upon service within the Duquesne University campus.

SALES TAX
A 7% sales tax will be charged to all external events. If you or your organization are/is tax exempt, a copy of your tax exempt certificate will be required prior to your event.

PICKUP ORDERS
Pickup location is in the Catering kitchen on the second floor of the Duquesne Union Building (double doors under Starbucks® steps). A copy of your Banquet Event Order (BEO) or CaterTrax order MUST be presented to the kitchen staff before they can release your order. All pickup orders will include disposable service; china plates are available for a rental fee. The responsibility for the prompt return of any equipment is the client's. There will be additional charges for any equipment that is damaged or not returned to the kitchen within two (2) business days. Please note: the Catering Office loans or rents equipment and supplies only when food is provided by Parkhurst/Duquesne Catering Services. We do not provide carts for pickup orders. Please arrange for assistance with catering services prior to pickup.

DELIVERY FEES
Drop-Off Delivery Service (disposables, delivery, and setup with no return for cleaning by our staff) — 12.75
Drop-Off and Return Delivery Service (disposables, delivery, setup, and return for cleaning by our staff) — 18.75
Off-Campus Events Special Event Delivery Fee (catering service to facilities outside of the Duquesne University main campus) — 175.00

Setup will occur at least 30 minutes before the event, as long as proper arrangements have been made. Standard delivery times are from 7 a.m.–7 p.m. Any delivery before or after these times will incur an additional charge, depending on time, guest count, and location. Persons hosting an unstaffed "drop-off” event will assume responsibility for all catering equipment. Charges for missing equipment will be billed to the sponsoring department or group.
SERVICE CHARGE FOR ATTENDANT/WAIT STAFF EVENTS
For any event requiring more than basic delivery and setup service, there will be
an 18% service charge added to your final bill. This charge helps cover the costs
of the hours needed to prepare and plan each function. It helps offset labor and
administration costs, use of our equipment, kitchen essentials and preparation
time, liability and workers' compensation insurance fees, various supplies, and
other operating expenses. The service charge is not a tip or gratuity for the benefit
of employees.

EQUIPMENT RENTAL
Parkhurst/Duquesne Catering Services has an excellent inventory of catering
equipment and service wares. Should your event require equipment or service wares
in addition to our on-site inventory, the Catering Office would be happy to handle
these arrangements. The cost of these rentals will be added to your final bill.

DEPARTMENT OF HEALTH POLICY
Pennsylvania Department of Agriculture (Department of Health) Policy states:
“No food prepared in a private home or processed in a place other than a commercial
food processing establishment shall be sold or used in the preparation of foods
offered for sale, sold, or given away.” Only food that is prepared in a licensed food
service establishment may be served at catering events.
Due to insurance liability, the university must prohibit student organizations from
cooking for large groups.

ALCOHOLIC BEVERAGE POLICY
State law does not permit Duquesne University to provide alcoholic beverages to
non-university events. However, non-university events receiving permission to have
alcohol are required to use Duquesne University trained bartenders who are TIPS
certified. Non-university events must contact the catering office for information
concerning Parkhurst Dining alcohol packages.

PAYMENT
Non-university groups are required to provide a 50% deposit two (2) weeks prior to
the event date. The remaining balance will be due 10 days prior to event date with
final count based upon the final guaranteed guest count. Additionally,
non-university groups are subject to 7% sales tax, unless a tax-exempt certificate
has been submitted. University-based groups will be billed and final payment is
due at the conclusion of the event.