Thank you for letting us be a part of your event. In this guide you will find everything you need to plan your catering order. The information includes our various services, timelines, policies and menu options including everything from casual refreshment orders to upscale hors d’oeuvre receptions and full-service meals. However, your choices are not limited to the listed selections. We will work with you to meet the unique needs of your group with customized menus and event packages. Please let us know how we can be of service.

Sustainable events are encouraged. Please let us know if you are interested in our eco-friendly options.
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MORNING BREAKFAST PACKAGES

20 person minimum

Breakfast Muffins
Coffee, Tea, Decaffeinated Coffee
$3.50 per person

Bakery Fresh Bagels & Cream Cheese
Bowl of Hand Fruit
Breakfast Muffins
Coffee, Tea, Decaffeinated Coffee
$5.95 per person

HOT BREAKFAST BUFFET • $12.95 per person

Requires an attendant • Price does not include attendant charge • 30 person minimum

Assorted Juices
Orange Juice
Fresh Seasonal Fruit Tray
Bakery Fresh Bagels & Cream Cheese
Breakfast Muffins
Hot Beverage Station

Scrambled Eggs or Zucchini & Fresh
Basil Frittata
Bacon or Sausage
Home Fried Potatoes
Belgian Waffles with Fresh Fruit Compote

$12.95 per person

BREAKFAST A LA CARTE

Bagel Assortment (Includes cream cheese, jelly & butter)
Mini Bagel Assortment
Egg & cheese Sandwich on English muffin
Egg, cheese & breakfast meat Sandwich on English muffin
Miniature Danish
Yogurt Loaf Cakes
Assorted Fresh Seasonal Hand Fruit
Fresh Fruit and Berries, Granola, Vanilla Yogurt Parfait
Assorted Yogurt Cups
Fresh Fruit Tray (serves 30)
Assorted Scones
Individual Cereal (Hot or Cold)
Dasani 12 oz. Water
Odwalla Smoothie
Hot Beverage Service
Orange Juice Dispenser (serves 15)
Refill for Hot Beverages Only

$19.20/dz
$12.90/dz
$4.95 each
$5.95 each
$29.95/2 dz
$49.95/30 pc.
$12.00/dz
$3.99 each
$1.20 each
$70.00
$21.20/dz
$2.00 each
$1.25 each
$3.99 each
$2.25 per person
$1.50 per person
$1.25 per person

= Sustainable Option

TO ORDER, CALL CATERING AT 9-7273 OR CALL (610) 519-7273
COLD LUNCHEON BUFFET • $9.50 per person

No Substitutions. 25 person minimum.

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
Water Dispensers

Choice of:
Tuna Salad or Chicken Salad
(additional $2.25 per person)
**ASSORTED FANCY SANDWICH BUFFET • $13.50 per person**

*20 person minimum*

*Three Chef Selected Sandwiches*

- **Grilled Chicken Breast**
  Marinated Grilled Breast of Chicken with Lettuce, Sliced Tomato, Roast Red Pepper, Monterey Jack Cheese on French Baguette

- **Roast Beef**
  Alouette Cheese Spread, Mesclun Salad and Roasted Tomatoes on Whole Wheat Baguette

- **Roasted Turkey**
  Tarragon Mayonnaise, Watercress, Sliced Tomato and Smoked Mozzarella

- **Roasted Vegetable**
  Zucchini, Red Peppers, Eggplant, Red Onion and Basil Pesto on Kaiser Roll

- **Shrimp Salad**
  Sustainable Shrimp Salad, Boston Bibb Lettuce, Sliced Tomato on Whole Grain Croissant

- **Greek Vegetable**
  Roasted Eggplant, Artichoke Hearts, Red Peppers and Sundried Tomato Spread on Spinach Wrap

- **Mediterranean Wrap**
  Hummus, Eggplant, Romaine, Roasted Peppers, Cucumber, Crumbled Feta Cheese and Olives in Whole Wheat Tortilla

**Buffet Includes:**
- Tossed Green Salad
- Kettle Chips
- Fresh Fruit Platter
- Fresh Baked Cookies
- Dispenser of Lemon Infused Water
- Dispenser of Green Tea

*Customized package available at $14.95 per person.*

* = Sustainable Option
MEALS ON THE GO

20 person minimum • No Substitutions

QUICK AND CONVENIENT DROP OFF • $9.95

Your choice of three sandwiches:
- Turkey and American Cheese, Ham and Swiss Cheese, Roast Beef and Cheddar, Vegetarian 🌿
- Roast Beef
- Roasted Turkey
  - Tarragon Mayonnaise, Watercress, Sliced Tomato and Smoked Mozzarella
- Roasted Vegetable
  - Zucchini, Red Peppers, Eggplant, Red Onion and Basil Pesto on Kaiser Roll
- Shrimp Salad
  - Sustainable Shrimp Salad, Boston Bibb Lettuce, Sliced Tomato on Whole Grain Croissant
- Greek Vegetable
  - Roasted Eggplant, Artichoke Hearts, Red Peppers and Sundried Tomato Spread on Spinach Wrap 🌿
- Mediterranean Wrap
  - Hummus, Eggplant, Romaine, Roasted Peppers, Cucumber, Crumbled Feta Cheese and Olives in Whole Wheat Tortilla

Buffet Includes:
- Tossed Green Salad
- Kettle Chips
- Fresh Fruit Platter
- Fresh Baked Cookies
- Dispenser of Lemon Infused Water
- Dispenser of Green Tea

*Custimized package available at $14.95 per person.

=G = Sustainable Option

GOURMET TOTE LUNCH • $11.25

Roasted Eggplant, Artichoke Hearts, Roasted Red Peppers & Sundried Tomato Spread on Spinach Wrap 🌿
- Turkey, Guacamole, Roasted Red Pepper, Romaine Lettuce on a Wheat Baguette
- Roast Beef and Cheddar on a Ciabatta Roll with Horseradish Cream Spread
  - Potato Chips
  - Hand Fruit 🌿
- Fresh Baked Cookies
- Bottled Water

=G = Sustainable Option
THE SCHOLAR BUFFET • $18.95 per person

30 person minimum • All hot buffets require an attendant
Price does not include attendant charge. See “Event Staffing” section for details.
Priced for service in the Connelly Center

Each meal is accompanied by Traditional Tossed Salad with your choice of 2 dressings
Fresh Bakery Rolls
Chef’s Dessert Selection
Water, Iced Tea and Coffee Station

Choice of One Entrée:
Roasted Traditional Turkey
Lemon Parmesan Tilapia
Roasted Pork Loin with Spiced Apples
Parmesan-Crusted Chicken Breast
Chicken Bruschetta
Chicken Tuscany
Chicken Provençal

Choice of One:
Broccoli Rabe with Garlic, White Beans, Cherry Tomatoes & Orecchiette Pasta (V)
Moroccan Stew with Chick Peas, Squash & Carrots (V)
Cauliflower Mac & Cheese

Choice of Two:
Yukon Gold Smashed Potatoes
Long Grain & Wild Rice Blend
Baby Carrots with Fresh Dill Butter
Fresh Grilled Yellow & Green Zucchini
Vegetable Medley
Roasted Rosemary Red Bliss Potatoes

(V) = Vegan
= Sustainable Option
**THE ACADEMIA BUFFET • $26.95**

30 person minimum • All hot buffets require an attendant

*Price does not include attendant charge. See “Event Staffing” section for details. Priced for service in the Connelly Center*

Buffet is accompanied with choice of salad

Mixed Greens with Crumbled Feta Cheese, Toasted Sunflower Seeds and Balsamic Vinaigrette

- Caesar Salad
- Traditional Tossed Salad with Choice of 2 Dressings

**Choice of One:**

- Roasted Pork Loin with Spice Apple Compote
- Roast Turkey
- Beef Tenderloin Tips Bourguignon
- Parmesan-Crusted Chicken Breast
- Chicken Tuscany – with Rosemary, Sundried Tomatoes & Shiitake Mushrooms
- Chicken Provencal
- Chicken Bruschetta

**Choice of One:**

- Seasonal Catch of the Day
- Flat Iron Steak with Peppercorn Demi Glaze
- Asian Style London Broil
- Pork Chop with Dark Cherries & Chipotle

**Accompanied with a Choice of One Pasta Dish:**

- Broccoli Rabe with Bowtie Pasta – Garlic, White Beans & Cherry Tomatoes
- Eggplant Orecchiette - Orecchiette pasta tossed with Roasted Eggplant, Sweet Peppers & Vidalia Onions in a Roasted Pepper Sauce (V)
- Thai Penne - Penne with a colorful blend of vegetables, finished in a Spicy Curried Tomato Sauce
- Farfalle Basilicum – Farfalle in Sweet Basil Pesto Sauce with diced Roma Tomatoes & Grated Parmesan Cheese

**Choice of Two:**

- Fingerling Potatoes
- Roasted Nugget Potatoes with Rosemary and Garlic
- Mashed Red Skinned Potatoes
- Lyonnaise Potatoes
- Rice Pilaf
- Young Garden Vegetables with Lemon Pepper
- Root Vegetable Medley

- Fresh Broccoli Florets
- Haricot Vert with Fresh Herbs
- Steamed Asparagus
- Braised Fennel and Tomato
- Champignon Risotto – with Brunoise Vegetables, Aborio Rice & Mushrooms

Each meal is accompanied by:

- Bakery Fresh Rolls, Chef’s Dessert Station & Water, Iced Tea and Coffee Station

= Sustainable Option
THE COLLEGIATE BUFFET • $32.95

30 person minimum • All hot buffets require an attendant. Price does not include attendant charges. See “Event Staffing” section for details. Priced for service in the Connelly Center

Buffet is accompanied with choice of Salad:
Mixed Greens with Crumbled Feta Cheese, Toasted Sunflower Seed and Balsamic Vinaigrette
Caesar Salad
Traditional Tossed Salad with Choice of 2 Dressings

Your Choice of One Carved Entrée:
Prime Rib
Maple Glazed Honey Sugar Rubbed Ham
Roast Turkey

Your Choice of One Entrée:
Chicken Topped with Shrimp finished with Beurre Blanc Sauce
Roasted Top Sirloin of Lamb with Rosemary Glaze
Maryland Style Crab Cakes
Shrimp & Sea Scallop Scampi
Cedar Plank Salmon

Accompanied with a Choice of One Pasta Dish:
• Baked Linguini & Eggplant  
  Baked layers of Eggplant, Parmesan Cheese & Pesto
• Gemelli Puttanesca  
  Pasta with Tomato Sauce, Capers, Kalamata Olive, and Fresh Basil

Choice of Two:
Fingerling Potatoes
Roasted Nugget Potatoes with Rosemary & Garlic
Risotto Cakes
Potatoes Dauphinoise - au gratin
Mashed Red Skinned Potatoes
Twice Baked Potatoes
Root Vegetable Medley

Fresh Broccoli Florets
Haricot Vert with Lemon Butter
Poached Asparagus
Braised Fennel & Tomato
Roasted Baby Vegetables with Lemon Butter
Basmati Rice

Each meal is accompanied by:
Pre-Set Salad, Bakery Fresh Rolls, Coffee Service and a Served Dessert.

= Sustainable Option
NOVA GRILL • $24.95

30 person minimum • No Substitutions
All barbeques require an attendant. See “Event Staffing” section for details.

Grilled Hot Dogs
Grilled Hamburgers*
Barbecue Chicken or Barbecue Ribs
Mini Corn on Cob *
Potato Salad & Cole Slaw
American Cheese, Lettuce, Tomato, Onion Platter
Mix Salad Greens with Dressings *

Fresh cut 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
Fresh Soft Pretzels with Yellow Mustard
Mini Hershey Bars

Assorted Sodas & Bottled Water
Paper & Plastic Service
Tossed Salad *
Watermelon Slices *
Water Ice Cups
Chips

30 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.

= Sustainable Option
# THE PROVINCIAL

20 Person Minimum • Serviced Dinner • Prices do not include attendant charge. See “Event Staffing” section for details. Priced for service in the Connelly Center.

--- 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, Balsamic Reduction & Fresh Basil Leaves..................$6.95
- Traditional Shrimp Cocktail with Chiffonade of Celery & Lettuce 🥗.................................$12.95
- Seafood Martini
  Shrimp, Sea Scallops, Jumbo Lumb Crab Meat with Mango Salsa 🥗...............................$13.95
- Agnolotti with Seasonal Filling.................................................................$9.95

--- SALADS ---

(Choice of one)

- **Hail Caesar 🥗**
  Crisp Romaine Hearts tossed in a traditional Caesar dressing with Fresh Grated Parmesan Cheese, finished with Cracked Pepper & Toasted Croutons

- **Endive & Gorgonzola Salad 🥗**
  Belgian Endive, Bibb Lettuce & Radicchio in Gorgonzola Dressing

- **Spring Mix Field Greens 🥗**
  A simple Salad with Grape, Tomato, Shaved Bermuda Onions & our House Salad Dressing

- **Spinach & Arugula Salad 🥗**
  Spinach, Toasted Sunflower Seeds, Dried Cranberries & Feta Cheese with Pomegranate Dressing

- **Orange Thyme Salad 🥗**
  Field Greens Salad with Oranges & Orange Thyme Vinaigrette

- **Fresh Beet Salad 🥗**
  Roasted Beets, Teardrop Tomatoes, Crumbled Feta Cheese, Macerated Onions, Baby Greens & Red Wine Vinaigrette

= Sustainable Option

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

Chef Werner’s Award Winning Rack of Lamb with a Dijon Crumb crust accompanied  
With Raisin Chutney, Au Gratin Potatoes & Asparagus $39.95

Wild King Salmon with Herbes de Provence served over Spinach and Orzo $32.95

### Entrée Selections

Seasonal Catch - Potato Crusted with Dill Beurre Blanc, broiled Parmesan  
Tomatoes, Asparagus and Basmati Rice M.P.

Prime Rib of Beef, Horseradish Mashed Potatoes and Baby Carrots $31.95

Filet Mignon Bordeaux Demi-glace, Roasted Red Peppers and Snow Peas with smashed Yukon Gold Potatoes $33.70

Chicken Madeira served with Wild Rice and roasted Root Vegetables $24.80

Maple Glazed Pork Tenderloin with sautéed Spaetzle and Butternut Squash $26.60

Lobster Orzo with French Green Beans and Julienne Carrots $28.95

Chicken & Crab Moutarde – Chicken Breast baked with Crabmeat, Gruyere Cheese finished in a Dijon Cream Sauce, with Rice Pilaf and Haricot Vert $29.95

### VegetarianEntrées

Saffron Risotto, Portabella Mushroom, Cannellini Beans, Broccoli and Broiled Herb Tomato $18.70

Eggplant Napoleon with Arborio Rice $19.61

Portabella Mushroom Surrounded with Grilled Vegetables $19.54

### Duo Entrées

Beef Tournedos with Maryland Style Crab Cake, Fennel Roasted Vegetables and Fingerling Potatoes $39.95

Carved Center Cut Sirloin and Seared Sea Scallops with Asparagus topped with Béarnaise Sauce and Red Smashed Potatoes $34.95

Grilled Breast of Chicken and Atlantic Salmon with Fresh Dill Cream Sauce, Duchess Potatoes, Carrots and Sugar Snap Peas $29.00

Short Ribs with Lobster Orzo and Charred Asparagus $31.00

= Sustainable Option
DESSERT SELECTIONS

For “The Provincial Menu”

Tiramisu
Belgian Chocolate Mousse Cake
Flourless Chocolate Cake
Oreo Mousse Cake
NY Cheesecake
Pumpkin Cheesecake
Apple Tartlet
Crème Caramel
### HOT HORS D’OEUVRES

*Hot hors d’oeuvres require an attendant. Price does not include attendant charge. (50 pieces minimum)*

<table>
<thead>
<tr>
<th>Price</th>
<th>Items</th>
</tr>
</thead>
<tbody>
<tr>
<td>$47.50 (per 25 pieces)</td>
<td>Cocktail Franks, Beer Battered Shrimp, Vegetable Egg Rolls, Garlic Potato Puffs, Assorted Mini Quiche, Spanakopita, Salt and Pepper Potato Cakes, Crab Rangoon</td>
</tr>
<tr>
<td>$65.00 (per 25 pieces)</td>
<td>Roasted Vegetable Tart, Spinach and Cheese Filo, Shepherd’s Pie, Chicken Empanada, Beef Empanada, Mini Reuben</td>
</tr>
<tr>
<td>$80.00 (per 25 pieces)</td>
<td>Cozy Shrimp, Chicken Sesame Tender, Scallops Wrapped in Bacon, Antipasto Skewer, Brie &amp; Raspberry en Croute, Chicken Kabob, Beef Kabob, Beef Wellington, Philly Cheesesteak en Croute</td>
</tr>
</tbody>
</table>

= Sustainable Option
COLD HORS D’OEUVRES

Jumbo Cocktail Shrimp
Market Price
$18.00 (per dz.)
Melon wrapped with Prosciutto
Asparagus wrapped with Prosciutto
Stuffed Endive with Chicken Curry or Mediterranean Tapenade
$19.00 (per dz.)
Bruschetta
(Minimum order of one dozen for each item)
Thin slices of toasted crostini with the following toppings:
Blue Cheese Spread with Green Apple Slice
Sun-dried Tomato Tapenade
Tomato and Basil
Grilled Asparagus and Goat Cheese
$7.00 (per person)
Antipasto Tray
Genoa salami, Pepperoni, Capicola, Peppers,
Marinated Artichokes, Olives and Fresh Mozzarella
Cheese, served with Crackers and Flat Breads (25 person minimum)
$62.50
Hummus Platter
Roasted Red Pepper, Traditional Garbanzo Bean or Black Olive (Serves 25)
$45.00
Mexican Fiesta
Tri colored tortilla chips, tangy salsa, guacamole and sour cream (Serves 25)
$85.00
Domestic Cheese Tray with Crackers (Serves 30)
Market Price
Farm Fresh Local Cheese Display (Serves 30)
$65.00
Crudités Tray (Serves 30)
Market Price
Lancaster County Local Crudite (Serves 30)
$70.00
Fresh Fruit Tray, Seasonal (Serves 30)

= Sustainable Option
TAKE A BREAK

30 person minimum. Price is per person. No substitutions

Movie Night $4.75
Popcorn
Candy Assortment
Soft Pretzels
Lemonade & Iced Tea Dispenser

Me like Cookie $5.50
Assorted Home Baked Cookies
Brownies
Ice Cold Milk
Iced Tea Dispenser

Hey, Candy Man $5.50
Assorted Chocolate Candy Bars
Hershey Kisses
Peppermint Twist
Lemonade & Iced Tea Dispenser

Munchin Time $4.95
Potato Chips
Pretzels
Tortilla Chips
Salsa
Lemonade & Iced Tea Dispenser

Antonio Bananas $4.95
Bananas
Rice Krispie Treats
Craisin Snack Bag
Lemonade & Iced Tea Dispenser

The Afternoon Delight $5.50
Fresh Fruit Tray
Brownies
Bottled Water
Lemonade & Iced Tea Dispenser

You Health Nut $4.75
Bowls of Grapes & Strawberries
Craisins
Nature Valley Granola Bars
Water Dispenser

= Sustainable Option
### A LA CARTE MENU

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assorted Petit Sandwich Tray</td>
<td>(tray of 12 sandwiches)</td>
<td>$45.00</td>
</tr>
<tr>
<td>Assorted Sandwiches on Fresh Baguette</td>
<td>(tray of 5 sandwiches)</td>
<td>$33.75</td>
</tr>
<tr>
<td>Assorted Tray of Wraps</td>
<td>(tray of 5 wraps)</td>
<td>$34.99</td>
</tr>
<tr>
<td>Brownies</td>
<td>(1 dz. minimum)</td>
<td>$1.35</td>
</tr>
<tr>
<td>Chocolate Dipped Strawberries</td>
<td>(1 dz. minimum)</td>
<td>$44.00  per dz.</td>
</tr>
<tr>
<td>Domestic Cheese Tray with Crackers</td>
<td>(serves 30)</td>
<td>$85.00</td>
</tr>
<tr>
<td>Fresh Baked Cookies (3.25 oz)</td>
<td>(1 dz. minimum)</td>
<td>$1.50   each</td>
</tr>
<tr>
<td>Fresh Garden Salad</td>
<td>(10 minimum)</td>
<td>$3.00   per person</td>
</tr>
<tr>
<td>Fresh Fruit Tray, Seasonal</td>
<td>(serves 30)</td>
<td>$70.00</td>
</tr>
<tr>
<td>Miniature Dessert Delight Tray</td>
<td>(serves 24)</td>
<td>$57.95</td>
</tr>
<tr>
<td>Pasta Salad</td>
<td>(10 minimum)</td>
<td>$3.00   per person</td>
</tr>
<tr>
<td>Potato Chips</td>
<td>(individual bags)</td>
<td>$0.95   each</td>
</tr>
<tr>
<td>Pretzels</td>
<td>(individual bags)</td>
<td>$0.95   each</td>
</tr>
<tr>
<td>Soft Pretzels</td>
<td>(3 dz. minimum)</td>
<td>$27.95</td>
</tr>
<tr>
<td>Soup Du Jor</td>
<td>(20 minimum; Connelly Center ONLY)</td>
<td>Market Price</td>
</tr>
</tbody>
</table>

### BEVERAGES

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Water Dispenser</td>
<td></td>
<td>$1.00   per person</td>
</tr>
<tr>
<td>Bottled Water (12 oz. bottle)</td>
<td></td>
<td>$1.25   each</td>
</tr>
<tr>
<td>Coffee, Tea, Decaf Coffee Services</td>
<td>(20 minimum)</td>
<td>$2.25   per person</td>
</tr>
<tr>
<td>Iced Tea Dispenser</td>
<td></td>
<td>$1.50   per person</td>
</tr>
<tr>
<td>Lemonade Dispenser</td>
<td></td>
<td>$1.50   per person</td>
</tr>
<tr>
<td>Soda (12 oz. can)</td>
<td></td>
<td>$1.25   each</td>
</tr>
</tbody>
</table>

= Sustainable Option

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

We appreciate the opportunity to work with you to plan a successful event. The menus in this guide represent our traditional offerings. However, our skilled staff and chefs can also create custom menus and environments for your special occasions.

Villanova University Catering offers a range of services from a simple delivery to your office to formal dining.

**Full Catered Service**

Full Catered Service menus are priced for service in the Connelly Center. Formal service orders are served with china, glassware, flatware and white linen at no additional charge within the Connelly Center. Fully customized receptions with special menus, floral arrangements, and upscale linen can be arranged with our catering coordinators at an additional charge.

The Scholar Buffet
The Academia Buffet
The Collegiate Buffet
The Provincial
Hot Breakfast Buffet

**Casual Service**

Casual service orders are delivered right to your meeting room, served with disposable ware. We will return after your event to pick up catering supplies. An attendant can be provided upon request. Service of hot foods will require an attendant.

Morning Breakfast Packages
Cold Lunch Buffet
Assorted Fancy Sandwich Buffet
Take a break selections.

**Delivery Service**

Standard deliveries and pick-ups are set up at your convenience. To provide complimentary delivery on campus we require a $50 food minimum. For orders occurring weekdays after 4 p.m. or on the weekends, there will be an additional charge for labor and services.

Meals on the Go

**Staffing Guide**

Staffing needs are based on the amount of guests, menu, logistics of space and style of service.

- Buffet Service
  1 attendant per 30 guests
- Sit-down dinner
  1 attendant per 20 guests
- Butlered Hors d’oeuvres
  1 attendant per 25 guests
- Reception
  1 attendant per 50 guests
- Bartender
  1 per 50 guests
- Action Stations
  1-2 attendants. Based on the action of the station.

**Staffing Cost**

5 hour minimum for ALL staff
Attendant - $125
Carver - $150
Bartender - $150

After the initial 5 hours, $25 is charged for each additional hour. No gratuity is charged or expected.
**Catering Policies**

**Dietary Restrictions**

We offer a vegetarian option on all of our menu packages. To ensure all your guests have an experience that exceeds their expectations we offer vegan, gluten and dairy free options upon request. Our chefs are trained to properly prepare specialized meals to ensure your guest’s safety regarding a specific food allergy while providing a delicious and nutritious meal. If you do not find a suitable meal in our catering menu, our Executive Chef will be happy to develop a menu to meet all your specific needs.

We are very proud that all of the food we prepare and serve is free of partially hydrogenated oils (trans-fats), all sources of Monosodium Glutamate (MSG), peanuts, tree nuts and coconut. Additionally, all the seafood entrées served on our menus is sustainable and sourced following the guidelines set by the Monterey Bay Aquarium’s Seafood Watch program. Our cooking and salad oils are non-GMO, expeller pressed canola oil. Villanova University is a Fair Trade University and we are pleased to serve the following fairly traded food products: Bananas, Sugars, Coffees, and Teas. Cage Free eggs are also featured on all our menus.

**Sustainable Events**

Sustainable Food choices are always available and are marked with a leaf icon. Eco-friendly options include sustainable seafood entrees, organic foods, local purchases, items with fair trade ingredients, and plant-based foods. We are also able to offer compostable disposable wear at an additional charge. Please inform us if you would like to host a Sustainable Catered Event.

**Food Waste**

Thank you for your understanding, any remaining food after an event may not be removed by guests due to State health code regulations and liability issues.

We will help you plan your event so there is minimal food waste.

**Sales Tax**

Non Profit organizations must provide a copy of their tax exempt status PRIOR to the event for waiver of the 6% Pennsylvania state sales tax.
CATERING POLICIES

Placing an Order and Booking an Event

Thank you for your understanding. In order to best serve you and plan for your special event, we do require five (5) business days notice for full service catered functions and three (3) business days notice for all other arrangements. We may not be able to accommodate certain orders and group sizes with less than three (3) business days notice, however, we will do our best to accommodate your event or assist in arranging other on-campus dining options.

Attendance Guarantee

A final guarantee of guest attendance must be provided 3 full working days prior to your event (see guide below). If we do not receive your final guarantee, we will use the last estimate on record. Any increase in guest attendance after this deadline will result in additional charges.

Event Day
Saturday, Sunday & Monday
Tuesday
Wednesday
Thursday
Friday

 Guarantee Due
Noon Wednesday
Noon Thursday
Noon Friday
Noon Monday
Noon Tuesday

Holidays and Breaks

On designated Villanova University holidays, Villanova University Catering will NOT be available. During University breaks Villanova University Catering may not be available.

Room Reservations:

- Connelly Center, Dougherty Hall
- East/West Lounge, Garey Hall Café,
- Luis De Leon Room (SAC 300)
  610-519-7270
- Driscoll Hall 610-519-4905
- Dundale Hall 610-519-4260
- The Exchange 610-519-7761

ALL events in the President’s Lounge of the Connelly Center require an attendant. Rental charges may be incurred outside of the Connelly Center.

Cancellations

- 5 full working days notice – 10% of the events total cost will be charged
- 48 hours notice – 25% of the events total cost will be charged
- Less than 48 hours notice – 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 a 2 hour delayed opening and your event falls within that time slot, your event will be cancelled at no charge.
**Alcohol Policy**

The Catering Office can assist you in making arrangements regarding alcohol and bar services for your event. Villanova University does not allow for the on-site sale of alcohol to individuals under any circumstances.

Villanova Catering can purchase 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). Beer, wine, or liquor cannot be ordered unless Villanova Catering is also providing some type of food menu item.

- **Full Bar Set-Up - $250**
  Includes mixers, sodas, cocktail napkins, bar fruit, cups, clothed table, ice buckets, set up and service of host owned liquor.
- **Wine and Beer Bar Set-Up - $150**
  Includes sodas, cocktail napkins, cups, clothed table, ice buckets, set up and service of host owned liquor.
- **Bartender - $150 per bartender**
- **Wine poured tableside - $5 Corkage fee per bottle**
- **All events serving alcohol require a bartender**

If Villanova Catering provides the alcohol, it will be charged to the group as purchased.

Groups can provide their own alcohol for an event. The group is responsible for the cost of the bar set ups and the bartenders. Groups that provide their own alcohol are responsible for delivering it according to Villanova Catering directions. Unused alcohol will be returned to the host the next day.

A special liquor permit to serve alcohol will be required for events that meet any or all of the following criteria:

1) Guests will be charged or require to purchase tickets to attend the event
2) A cash bar is requested and guests are expected to purchase their alcoholic beverages
3) Guests are invited and asked to make a monetary donation to attend the event
4) Donations will be requested and/or collected at the event

Special bar permits require 40 calendar days for application and processing. Events meeting the above criteria and booked less than 40 days, prior to the event, may not be approved and permitted to serve alcohol at the event.
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- Wine and Beer Bar Set-Up - $150
  Includes sodas, cocktail napkins, cups, clothed table, ice buckets, set up and service of host-owned liquor.
- Bartender - $150 per bartender
- Wine poured tableside - $5 Corkage fee per bottle

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