Menus subject to change based on availability

Ala Carte Items
Minimum 12 per order. All items individually wrapped

Bagels, Cream Cheese and Jelly $1.85 each
Assorted Yogurt Cups $1.45 each
Nutrigrain Bars $1.75 each
Chocolate Chip Cookies 2.5 oz $1.50 each
Soft Pretzels $1.00 each
Brownies $1.60 each
Potato Chips Bagged $1.20 each
Pretzels Bagged $1.20 each
Smartfood Popcorn $1.20 each
Bananas $1.00 each

Beverages
Box of Joe (Serves 20)
Regular, Decaffeinated or Hot Water $45.00 each
Dasani Water (12 oz) $1.50
Orange Juice (10 oz) $1.75
Apple Juice (10 oz) $1.75
Iced Tea (16 oz) $1.75
Lemonade (16 oz) $1.75
Soda (12 oz can) $1.50

Bento Boxes
Minimum 12 per order $8.95 Per Person

Available Monday, Wednesday, Friday, and Sunday
Antipasto with Cured Meats, Cheese, and Crackers
Chicken Salad with Grapes and Crackers
Spinach and Artichoke Dip, Crudité, and Pita

Available Tuesday, Thursday, and Saturday
Buffalo Chicken Dip, Crudité, and Pita
Mexican Fiesta with Chips, Salsa, and Guacamole
Hummus, Pita, Grapes and Crudité
Grab & Go Bags
Minimum 20 per order $15.50 Per Person Served with Bag of Chips, Oreo Cookies and Water

Available Monday, Wednesday, Friday, and Sunday
Buffalo Chicken Sandwich with Southwest Ranch Spread, Lettuce, Tomato on a Kaiser
Turkey on Multigrain Croissant with Roasted Garlic Mayo, Lettuce, and Tomato
Cous Cous Olive Salad with Arugula, Carrot, and Cucumber

Available Tuesday, Thursday, and Saturday
Grilled Chicken on French Baguette with Roasted Red Peppers and Fresh Sliced Mozzarella
Roast Beef and Cheddar with Horseradish Sauce, Lettuce, and Tomato on Multigrain Baguette
Buddha Bowl Arugula Salad with Asian Sesame Dressing, Roasted Chickpeas, Shredded Carrots and Avocado Slices

Scholar Buffet
Minimum 20 per order $26.95 per Person

Pasta Du Jour
Vegetable Du Jour
Starch Du Jour
Chef’s Salad with Balsamic Vinaigrette
Fresh Rolls with Butter
Chefs Dessert Selection
Water, Iced Tea, Coffee Station

Choice of One:
Stuffed Turkey with Cranberry Bacon Bread Stuffing with Gravy (Contains Wheat/Gluten/Dairy)
Baked Cod in White Wine Tomato Basil Sauce (Contains Fish/Dairy)
Lemon Roasted Chicken Thighs over Sauteed Kale with Cannellini Beans
Chicken Marsala with Mushrooms
Moroccan Style Vegetable Stew
Academia Buffet
Minimum 20 per order $29.95 per Person

Pasta Du Jour
Vegetable Du Jour
Starch Du Jour

Chef’s Salad with Balsamic Vinaigrette
Fresh Rolls with Butter
Chefs Dessert Selection
Water, Iced Tea, Coffee Station

Choice of Two:
Beef Skirt Steak finished in juices with Garlic and Herbs
Mediterranean Roasted Chicken with a Preserved Lemon Glaze
Baked Salmon Fillet with Lemon Caper, Kalamata Olive and Tomato Sauce (Contains Fish)
Asian Style London Broil thinly sliced with Shiitake Mushrooms and Chives (Contains Soy)
Broccoli Rabe Pasta with Garlic, White Beans, Cherry Tomatoes (Contains Wheat/Gluten)
Parmesan and Gouda Baked Chicken in a Dijon Caper Cream Sauce
Moroccan Vegetable Stew simmered in Fragrant Spices and Chickpeas

For sit down plated dinners please reach out to catering at catering@villanova.edu. We will work with Chef Werner on a custom menu. Availability subject to change. Pricing based off department budget. 20-person minimum

If you do not see the service style you want, please contact Catering at catering@villanova.edu
Breakfast Buffet
Minimum 20 $18.95

Scrambled Eggs
Sausage
Home Fried Potatoes
Belgian Waffles with Syrup
Bagel Assortment
Bottled Water (12 oz)
Assorted Juices

Coffee, Tea, Decaf Coffee (20 guest min)

Nova Grill to Go
Minimum 20 $24.95 per person
Grilled Hot Dog (Wheat, Gluten)

Grilled Hamburger (Wheat, Gluten)
Vegetarian Burger available on request

BBQ Chicken (Additional $4.95 per person)
Potato Salad
in Oil and Vinegar Dressing

Roasted Corn Relish

Individual Wrapped Fresh Baked Cookie (Wheat/Gluten)

Bottled Water & Lemonade
Student Options
Minimum 20 $16 Per Person
Includes Bottled Water and Dessert

Chicken Fajita, Soft Tortillas, Slaw, Sour Crème (Wheat/Gluten, Dairy,)

~

Roasted Chicken, Rice Pilaf, Vegetable Du Jour

~

Baked Penne Pasta, Meatballs and Garlic Bread (Wheat/Gluten, Dairy, Eggs)

Policies

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 chefs can also create custom menus and environments for your special occasions. Villanova University Catering offers a wide 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. Fully customized receptions with special menus, floral arrangements and upscale linen can be arranged with our catering coordinators at an additional charge.

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 up request. Service of hot foods will require an attendant.

Delivery Service

Standard deliveries and pick-ups are set up at your convenience. To provide complimentary delivery on campus we require a $100 food minimum. For orders occurring weekdays after 4 p.m. or on the weekends, there will be an additional charge for labor and services. Catering reserves the right to add attendants based off the food selections and number of guests. This fee to be paid by customer.

Staffing Guide

Staffing needs are based on the number of guests, menu, logistics of space and style of service. Catering reserves the right to make changes based on type of event and availability.

<table>
<thead>
<tr>
<th>Service</th>
<th>Attendants</th>
</tr>
</thead>
<tbody>
<tr>
<td>Buffet Service</td>
<td>2 per 30</td>
</tr>
<tr>
<td>Sit-down dinner</td>
<td>2 per 20</td>
</tr>
<tr>
<td>Butlered Hors d’oeuvres</td>
<td>2 per 25</td>
</tr>
</tbody>
</table>
Reception
2 attendant per 50 guests

Bartender
1 per 50 guests

Barback
1 per 150 guests

Action Stations
1-2 attendants. Based on the action of the station.

Carver
1 per carving station

**Staffing Costs**

5 hours minimum for ALL staff. Events exceeding 5 hours, an additional $25 per staff member will be charged. No gratuity is charged or necessary.

<table>
<thead>
<tr>
<th>Staff Member</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attendant</td>
<td>$125</td>
</tr>
<tr>
<td>Carver</td>
<td>$150</td>
</tr>
<tr>
<td>Bartender</td>
<td>$150</td>
</tr>
<tr>
<td>Barback</td>
<td>$125</td>
</tr>
</tbody>
</table>

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

**Dietary Restrictions**

We offer a vegetarian option on all 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 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 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. We are pleased to serve the following traded food products: Bananas, Sugars, Coffees, and Teas. Cage Free eggs are also featured on all our menus.

**Removal of Food**

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.

**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.

**Placing an Order and Booking an Event**
Thank you for your understanding. To best serve you and plan for your special event, we do require (10) business days' notice for full service catered functions and five (5) 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.

Any event serving alcohol, requiring guest to pay to attend the event will require a permit. These events need to be booked (14) business days in advance.

A University index number must be provided when booking your event. If you are on outside group, you must have approval from the sponsoring department and will need to be approved to use their index number.

**Attendance Guarantee**

A final guarantee of guest attendance must be provided 5 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.

<table>
<thead>
<tr>
<th>Event Day</th>
<th>Guarantee Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>Saturday, Sunday &amp; Monday</td>
<td>Noon Previous Monday</td>
</tr>
<tr>
<td>Tuesday</td>
<td>Noon Previous Tuesday</td>
</tr>
<tr>
<td>Wednesday</td>
<td>Noon Previous Wednesday</td>
</tr>
<tr>
<td>Thursday</td>
<td>Noon Previous Thursday</td>
</tr>
<tr>
<td>Friday</td>
<td>Noon Previous Friday</td>
</tr>
</tbody>
</table>

**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**

All room reservations must be made prior to booking catering. Any events booked in Dundale Hall may not begin before 7pm. Any earlier events must be approved by Dundale Hall.

<table>
<thead>
<tr>
<th>Location</th>
<th>Reservation Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Connelly Center, Dougherty Hall - East/West Lounge, Garey Hall Café, Luis De Leon Room (SAC 300)</td>
<td>610-519-7270</td>
</tr>
<tr>
<td>Driscoll Hall</td>
<td>610-519-4905</td>
</tr>
<tr>
<td>Dundale Hall</td>
<td>610-519-4260</td>
</tr>
<tr>
<td>The Exchange</td>
<td>610-519-7761</td>
</tr>
</tbody>
</table>
* 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**

<table>
<thead>
<tr>
<th>Notice Time</th>
<th>Charges</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 full working days’ notice</td>
<td>10% of the events total cost will be charged</td>
</tr>
<tr>
<td>48 hours’ notice</td>
<td>25% of the events total cost will be charged</td>
</tr>
<tr>
<td>Less than 48 hours’ notice</td>
<td>full cost of the event will be charged</td>
</tr>
</tbody>
</table>

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 planning 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.

Any event serving alcohol, requiring guest to pay to attend the event will require a permit. These events need to be booked (14) business days in advanced.

**Non-Permitted Events/Permitted catering providing food**

- **Full Bar Set Up** - $300.00
- **Beer & Wine Set Up** - $200.00
  - All packages include non-alcoholic beverages, set up and break down, garnish, disposable glassware, bar kits, bar bins and ice.
    - Rented glassware available at an additional cost.
    - Cost of rentals plus 20% service fee
  - Alcohol charge - consumption at cost
  - Bartenders - $150.00 1 per 50 guests
  - Bar-backs - $125.00 1 per bar with rentals and/or 1 per 100 guests
Permitted and Non-Permitted Event
catering not providing food

- Full Bar - $30.00 pp
- Beer & Wine - $20.00 pp
- All packages include alcoholic and non-alcoholic beverages, set up and break down, garnish, disposable glassware, bar kits, bar bins and ice.
  - Rented glassware available at an additional cost
    - Cost of rentals plus 20% service fee.
- Bartenders - $150.00 1 per 50 guests
- Bar-backs - $125.00 1 per bar with rentals and/or 1 per 150 guests

Wine Service with Dinner or Wine Tasting Event

- Wine Bar Set-Up - $75.00
  - Includes all wine supplies needed and disposable glassware
    - Rented glassware available at an additional cost
    - Cost of the rentals plus 20% service fee
- Alcohol charge - consumption at cost
- Bartenders - $150.00 1 per 50 guests
- Bar-backs - $125.00 1 per bar with rentals and/or 1 per 150 guests

Passed Wine/Champagne

- Wine Bar Set-Up - $75.00
  - Includes all wine supplies needed and disposable glassware
    - Rented glassware available at an additional cost
    - Cost of the rentals plus 20% service fee
- Bartenders - $150.00 per 50 guests
- Alcohol charge - consumption at cost

BYO BAR SERVICE
Permitted/Non-Permitted

Full Bar Mixer Package $150.00

- Includes all non-alcoholic beverages (bottled water, soft drinks, sparkling water), mixers (juices, tonic, club soda, etc.), garnishes (lemons, limes, cherries, olives, etc.), disposable glassware, bar kits, bar bins, and ice
  - Rented glassware available at an additional cost
  - Cost of the rentals plus 20% service fee
- Bartenders - $150.00 1 for every 50 guests
- Bar-backs - $125.00 1 for any bar with rentals and/or 1 for every 150 guests
Beer & Wine Mixer Package $75.00

- Includes all non-alcoholic beverages (bottled water, soft drinks, sparkling water), disposable glassware, bar kits, bar bins, and ice
  - rented glassware available at an additional cost
  - cost of the rentals plus 20% service fee
- Bartenders - $150.00 1 for every 50 guests
- Bar-backs - $125.00 1 for any bar with rentals and/or 1 for every 150 guests

* All above packages are based on 5 hours. After the initial 5 hours, $25 is charged for each additional hour. No gratuity is charged or expected.

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 at the end of the event.