The Art of Catering

University Catering – A Division of Villanova University Dining Services

Thank you for letting Villanova Catering be a part of your event. The information below includes various services, timelines, policies, and menu options. Our menu options include everything from casual refreshments to upscale full-service dinners. However, your choices are not limited to the listed selections. Our catering coordinators 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.

Menus subject to change based on availability

Ala Carte Items
Minimum 12
*All items will be presented on trays or bowls, if requesting individually wrapped items, please add $2.00

*Bagels, Cream Cheese & Jelly $1.95 each
*Asst. Scones $1.95 each
*Asst. Large Muffins $3.50 each
*Brownies $1.50 each
*Large Chocolate Chip Cookies $1.50 each
*Soft Pretzels $1.00 each
*Cinnamon Twist Pretzels $2.00 each
Yogurt Cups $1.95 each
Nutri-grain Bars $1.95 each
Asst. Candy $2.00 each
Bagged Potato Chips $1.25 each
Bagged Pretzels $1.25 each
Bagged Smartfood Popcorn $1.25 each
Hand Fruit $1.00 each

Beverages
Coffee Service $2.25 pp (20 person minimum)
Regular, Decaffeinated & Hot Water
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
Party Favorites
Minimum 12

All items will be presented on trays/bowls, if requesting items in Bento Boxes, please add $2.00 pp

Antipasto with Cured Meats, Cheese, & Crackers $6.95 pp
    Chicken Salad with Grapes & Crackers $2.95 pp
    Spinach and Artichoke Dip with Crudité & Pita $2.95 pp
    Buffalo Chicken Dip with Crudité & Pita $2.95 pp
Mexican Fiesta includes Chips, Salsa & Guacamole $3.95 pp
    Hummus Platter includes Pita, Grapes & Crudité $4.95 pp
    Cheese Tray with Fruit and Crackers $4.95 pp
    Seasonal Fresh Fruit Tray $3.95 pp
    Crudité Tray $3.95 pp (Vegan option available)
    Mini Dessert Trays $5.95 pp

Hors d’oeuvres
75 piece minimum per order

$55.00 for 25 pieces (25 piece minimum per choice)
    Spanakopita
    Beer Battered Shrimp
    Mini Cheesesteaks
    Franks in a Blanket
    Vegetables Samosa (V)
    Pakora Vegetable (V & GF)

$75.00 for 25 pieces (25 piece minimum per choice)
    Roasted Vegetable Tarts (VEG)
    Buffalo Chicken Meatballs
    Chicken Empanada
    Vegetable Empanada (VEG)

$100.00 for 25 pieces (25 piece minimum per choice)
    Beef Wellington
    Breaded Scallops
    Brie & Raspberry en Croute
    Parmesan Artichoke Hearts (VEG)

$125.00 for 25 pieces (available for parties less than 50 people)
    Chef made Hors d’oeuvres
**Breakfast Buffet**  
$19.95 pp  
Minimum 20  
Scrambled Eggs  
Sausage or Bacon  
Home Fried Potatoes  
Belgian Waffles with Syrup  
Bagel Assortment  
Chocolate Croissant  
Bottled Water  
Assorted Juices  
Coffee, Tea, Decaf Coffee Service

**Gourmet Sandwich Buffet**  
$15.95 Per Person  
Minimum 20  
Available Monday, Wednesday, Friday, and Sunday  
Buffalo Chicken Sandwich with Southwest Ranch Spread, Lettuce, Tomato on a Kaiser Roll  
Turkey on Multigrain Croissant with Roasted Garlic Mayo, Lettuce, and Tomato  
Quinoa 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  
Arugula Salad with Balsamic Dressing, Roasted Chickpeas, Shredded Carrots and Avocado Slices

All choices include a green salad, potato chips, homemade chocolate chip cookies and bottled water

GF Options are available upon request

**Traditional Sandwich Buffet**  
$10.95 Per Person  
Minimum 20  
*All items will be presented on trays or bowls, if requesting individually wrapped items with to-go bags on the side, please add $2.00 pp*

**Your Choice of Three Sandwiches**  
Turkey and Cheese, Ham and Cheese, Roast Beef and Cheese, Vegetarian

All choices include potato chips, Oreo cookie and bottled water

GF Options are available upon request
Scholar Buffet
$26.95 pp
Minimum 20

Pasta Primavera
Vegetable Du Jour
Starch Du Jour
Chef’s Choice Salad with 2 dressings
Fresh Rolls with Butter
Chef’s Dessert Selection
Water, Iced Tea, Coffee Station

Choice of One:
Chicken Marsala (GF & DF)
Teriyaki Chicken Breast (DF)
Vegan Curry (GF & DF)
Turkey la Bonne Femme
Fish Du Jour - $ Market Price

Academia Buffet
$29.95 pp
Minimum 20

Pasta Primavera
Vegetable Du Jour
Starch Du Jour
Chef’s Choice Salad with 2 dressings
Fresh Rolls with Butter
Chef’s Dessert Selection
Water, Iced Tea, Coffee Station

Choice of Two:
Flank Steak (GF & DF)
Chicken Marsala (GF & DF)
Teriyaki Chicken Breast (DF)
Vegan Curry (GF & DF)
Turkey la Bonne Femme
Fish Du Jour - $ Market Price
Nova Grill Buffet
$24.95 pp
Minimum 20
Available as a “To Go” Option for $2.00 pp additional

- Grilled Hot Dog
- Grilled Hamburger
- Vegetarian Burger available on request
- BBQ Chicken (additional $4.95 pp)
- Potato Salad in Oil & Vinegar Dressing
- Roasted Corn Relish
- Homemade Chocolate Chip Cookies
- Bottled Water & Lemonade

Action Stations
$24.95 pp for 1 station
Minimum 20

- Korean BBQ Glazed Sous Vide Pork Belly & Crispy Slaw served on a Bao Bun
  With Korean Spinach Salad
  Gluten Free option available
- Or
  Mexican Adobo Beef & Crispy Slaw served on a Mini Taco
  & Chicken Arepa served with
  Black Bean, Tomato & Corn Relish
  Gluten Free option available

Carving Stations
$24.95 pp for 1 station
Minimum 20 people

- Carved Roast Beef Sirloin served with Rolls,
  Creamy Horseradish & Dijon Mustard
- Carved Turkey Breast served with Rolls,
  Cranberry Sauce & Honey Mustard

For sit down plated dinners please reach out to catering at catering@villanova.edu. We will work with you to meet the unique needs of your group.
Student Buffet Options
$16.00 pp
Minimum 20
Available as a “To Go” Option for $2.00 pp additional

Choice of One:
Chicken Fajita served with a soft tortilla, slaw & sour cream
Roasted Chicken served with rice pilaf & vegetable du jour
Penne Pasta & Meatballs served with garlic bread

All choices include dessert & bottled water

If you do not see the service style you want, please contact Catering at catering@villanova.edu and let us know how we can be of service.
Casual Catered Service

Casual Catered Service can be delivered to your meeting room, classroom, or office. Complimentary delivery service is available for Casual Catered Service, Monday thru Friday, 8am – 4pm. Casual Catered Service occurring after normal business hours will be charged a 20% service fee. Casual Catered Service requesting hot food, requires an attendant; the attendant fee is the responsibility of the customer. All items are served on disposable ware. Catering reserves the right to add attendants to any casual catered service based off the food selections and/or number of guests.

Custom Catered Service

Custom Catered Service can be arranged with our catering coordinators. Any Custom Catered Service requesting tables, linens, flowers, set up or clean up will be charged a 20% service fee. Custom Catered Service requesting hot food, requires an attendant; the attendant fee is the responsibility of the customer. Catering reserves the right to add attendants to any Custom Catered Service based off the food selections and/or number of guests.

Full Catered Service

Full Catered Service menus are priced for service in the Connelly Center. Full Catered Service requires an attendant; the attendant fee is the responsibility of the customer. Floral arrangements, and upscale linen can be arranged with our catering coordinators at an additional charge for your event.

Any event taking place outside of the Connelly Center may incur additional charges.

All events taking place in the President’s Lounge require an attendant, the attendant fee is the responsibility of the 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. 5 hours minimum for ALL staff. Events exceeding 5 hours will incur an additional $25 per staff member. NO gratuity is charged or necessary.

<table>
<thead>
<tr>
<th>Service</th>
<th>Staffing Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Buffet Service</td>
<td>2 attendants per 30 guests</td>
</tr>
<tr>
<td>Sit-down dinner</td>
<td>2 attendants per 20 guests</td>
</tr>
<tr>
<td>Butlered Hors d’oeuvres</td>
<td>2 attendants per 25 guests</td>
</tr>
<tr>
<td>Reception</td>
<td>2 attendants per 50 guests</td>
</tr>
<tr>
<td>Bartender</td>
<td>1 per 50 guests</td>
</tr>
<tr>
<td>Barback</td>
<td>1 per 150 guests</td>
</tr>
<tr>
<td>Action/Carving Stations</td>
<td>1-2 attendants Based on the action of the station</td>
</tr>
<tr>
<td>Chef Carver</td>
<td>1 per station</td>
</tr>
</tbody>
</table>
### Staffing Costs

<table>
<thead>
<tr>
<th>Role</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attendant</td>
<td>$125</td>
</tr>
<tr>
<td>Chef Carver</td>
<td>$150</td>
</tr>
<tr>
<td>Bartender</td>
<td>$150</td>
</tr>
<tr>
<td>Barback</td>
<td>$125</td>
</tr>
</tbody>
</table>

Any event taking place outside of the Connelly Center may incur additional charges.

All events taking place in the President’s Lounge require an attendant, the attendant fee is the responsibility of the customer.

#### 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.

#### 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.

#### Removal of Food

Any remaining food after an event may not be removed by guests due to state health code regulations and liability issues; thank you for your understanding.

#### 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.
**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. We may not be able to accommodate any increase/decrease in guest counts after this deadline. If accommodations are made it may 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>

**Room Reservations**

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

<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 **(after 7pm)</td>
<td>610-519-4260</td>
</tr>
<tr>
<td>The Curley Exchange</td>
<td>610-519-5424</td>
</tr>
</tbody>
</table>

* **ALL events in the President’s Lounge of the Connelly Center require an attendant.**

* **Rental charges may be incurred for any events occurring outside of the Connelly Center.**

**Cancellations**

<table>
<thead>
<tr>
<th>Notice</th>
<th>Charge</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>3 full working days’ notice</td>
<td>25% of the events total cost will be charged</td>
</tr>
<tr>
<td>Less than 72 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.*
Placing an Order

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 events. We may not be able to accommodate certain orders and/or 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 PLCB 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 an outside group, you must have approval from the sponsoring department and will need to be approved to use their index number.

Please submit your request at

https://www1.villanova.edu/villanova/services/dining/catering/submit-an-event-request.html

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 for your group (price based on consumption), 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, barbacks and a service charge for bar set-ups.

- Bartenders - $150.00 1 per 50 guests
- Bar-backs - $125.00 1 per bar with rentals and/or 1 per 150 guests

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

Catering providing food – Permitted/Non-Permitted Events

- Full Bar Set Up - $300.00
  - 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
- Beer & Wine Set Up - $200.00
  - Includes all non-alcoholic beverages, disposable glassware, bar kits, bar bins, and ice
- Rented glassware available at an additional cost.
Catering not providing food – Permitted/Non-Permitted Events

- Full Bar Set Up - $30.00 pp
  - 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
- Beer & Wine Set Up - $20.00 pp
  - Includes all non-alcoholic beverages, disposable glassware, bar kits, bar bins, and ice
- Rented glassware available at an additional 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
- Beer & Wine Mixer Package $75.00
  - Includes all non-alcoholic beverages, disposable glassware, bar kits, bar bins, and ice
- Rented glassware available at an additional cost.

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.

Passed Wine/Champagne

- Wine Bar Set-Up - $75.00
  - Includes all wine supplies needed and disposable glassware
- Rented glassware available at an additional cost.

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.

Any events serving alcohol require a RAMP certified bartender.