



IN ANY *event*
Eat • Learn • Live
Conferencing



Welcome to Pitt-Greensburg Dining Services

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Chartwells Catering Services at the University of Pittsburgh at Greensburg is proud to present our Catering Guide. For your convenience, we have put together our most frequently requested and popular menus. Please realize that these menu items are just a sampling of what we can offer. We are more than happy to customize a catering menu specifically designed to meet your needs.

Getting Started First, contact Conferencing Services at Pitt-Greensburg (724-836-7042) to discuss your needs. At this time you will be provided with an up to date pricing list. Conferencing Services will serve as your one-stop shop to coordinate your catering requirements.

Whether your plans call for a small continental breakfast or a gourmet dinner, the staff will work with you every step of the way to not only meet, but exceed your expectations. All events are artistically prepared, beautifully presented and served with gracious attention to detail. Thank you for choosing Pitt-Greensburg to have your event.

Event Planning We require at least a (7) seven working day notice prior to any event. Final menu selections and a guaranteed guest amount are also due at this time. We will be prepared to serve 5% over this amount. You will be billed for the guaranteed number of guests or the actual number of guests, whichever is higher.

Hours of Service Two hours of service are normally provided for catered meals from start to finish. Extended service beyond your scheduled event hours may incur additional charges of \$20.00 per employee per hour.

Unused Portions It is a violation of the Pennsylvania Health Code to permit food to be packaged up after an event and taken off of the premises. Containers for this purpose cannot be provided, nor can we allow food to be removed from buffets, receptions, etc. even if less than the guaranteed number of guests attend your event. Chartwells Catering Services guarantees to provide enough food for the guaranteed amount of guests. Any remaining food is the property of Chartwells Catering Services. We are unable to issue credit for leftover food or unused items.

Recycling Chartwells Catering Services' recycling program includes the separation and processing of plastic, paper and cardboard products by providing a single stream recycling container at campus catering events.

Payment for all events is due within 30 days of the billing date. Checks can be made out to the University of Pittsburgh at Greensburg.





Signature Breakfast

Served with high-quality plastic and paper service

Coffee & Pastries

Assorted Danish and muffins

Freshly brewed coffee, tea and ice water

The Lighter Side

Fresh baked muffins, scones and yogurt with granola

Freshly brewed coffee, tea, ice water and chilled orange juice

Continental Breakfast

Assorted Danish, muffins and fresh seasonal cut fruit

Freshly brewed coffee, hot tea, ice water and chilled orange juice

Country Buffet Breakfast

Scrambled eggs, bacon, ham or sausage (choice of 1), home fried potatoes, buttermilk biscuits, fresh seasonal fruit

Freshly brewed coffee, tea, ice water and chilled orange juice



Breakfast Specialties (per dozen)

- Assorted Doughnuts
- Fresh Baked Muffins
- Fresh Baked Assorted Scones
- Breakfast Danish
- Assorted Bagels

Boxed Lunches

Packaged in attractive disposable containers with a napkin and eating utensils. A bag snack, 2 cookies, piece of whole fruit and a 16.9 oz bottle of water are included. With a guest count of 50 or fewer, please select up to two different sandwich choices. With a guest count over 50, you may select up to three sandwich choices.

Chunky White Tuna

Chunky white tuna salad on a croissant with lettuce and tomato

Ham & Cheddar

Baked ham and cheddar on a Kaiser Roll with lettuce and tomato

Turkey & Provolone

Roasted turkey and provolone on a Ciabatta Roll with lettuce and tomato

Chicken Caesar Wrap

Classic Caesar wrap on a wheat tortilla

Greek Vegetable Wrap

Roasted zucchini, eggplant and spinach with sun dried tomato pesto on a spinach wrap

Boxed Lunch Enhancements: additional cost

Caesar Salad

Fresh romaine, parmesan and croutons served with Caesar dressing

Garden Salad

Crisp iceberg topped with tomato, green pepper and fresh croutons

Your choice of salad dressings: ranch, lite Italian, golden Italian or lite raspberry vinaigrette

Fresh Fruit Cup

Fresh cut fruit that would include a variety of grapes, various melons, pineapple and berries

Crudité with ranch dressing

Sliced celery, carrots, cucumbers and cherry tomatoes with ranch dressing

Cheese & Grapes

Assortment of cheeses that could include cheddar, pepper jack and Swiss with crackers and grapes





Casual Buffet Service

Each include high-quality plastic and paper service. Each menu selection also includes garden or Caesar salad with dressing, fresh baked rolls, house baked cookies or brownies, ice tea, ice water and coffee service

Entrées (your choice of 1)

Herb Crusted Chicken

Boneless chicken breasts roasted with herbs, garlic and wine

Pasta Primavera

Spring vegetables in a light lemon sauce

Chicken Parmesan

Breaded chicken breasts in tomato sauce topped with basil, provolone and parmesan cheese served over pasta

Baked Cod Almandine

Baked cod topped with almonds and a light butter sauce served with lemon

Chicken Caesar Salad

Crisp romaine lettuce tossed with classic Caesar dressing and topped with strips of grilled chicken breast and fresh grated parmesan cheese

Vegetable (your choice of 1)

Fresh steamed broccoli, tiny carrots or classic green beans

Other Casual Options

Deli Platter

Platter includes turkey breast, baked ham, capicola, Genoa salami, American, Swiss and provolone cheeses. Served with white and wheat deli rolls, sliced tomatoes, onions, lettuce and pickle platter, chips or pretzels

Wraps All Around

Platter includes **Roasted Vegetable Wrap** (*roasted seasonal vegetables, shredded cheddar, hummus and fresh greens rolled into a wheat tortilla*),

Chicken Caesar Wrap (*grilled chicken breast, shredded mozzarella, chopped romaine with Caesar dressing wrapped in a floured tortilla*),

Buffalo Chicken Wrap (*Buffalo chicken strips, shredded cheddar cheese topped with red onion, lettuce, tomato and ranch dressing*) Served with chips or pretzels

Traditional Picnic *seasonally available*

Cheese burgers and garden burgers, hot dogs and baked beans. Served with white and wheat deli rolls, sliced tomatoes, onions, lettuce and pickle platter, chips or pretzels

See Desserts for other options at an additional cost



Buffet Creations

Your choice of two entrées, one salad, one vegetable, one rice or potato. Includes coffee, hot tea, ice tea, ice water, rolls and fresh baked cookies or brownies served on high-quality plastic and paper service

Entrées (*your choice of 2*)

Chicken Saltimbocca

Boneless breast of chicken with Italian ham and marinara sauce

Chicken Piccata

Sautéed breast of chicken with capers and parsley in a lemon wine sauce

Vegetable Lasagna

Garden vegetables layered with pasta and cheese

Honey Apple Pork Roast

Roasted with apples and a honey glaze

Baked Cod New Orleans

Prepared with sherry wine, garlic and shrimp

Roast Sirloin

Roasted to perfection with herbs and garlic

Raspberry Spinach Grilled Salmon Salad

Moist salmon on a bed of lettuce with a light raspberry dressing

Salad (*your choice of 1*)

Garden salad, Caesar salad or strawberry citrus salad

Vegetable (*your choice of 1*)

Roasted vegetable medley, broccoli, cauliflower and carrots or sugar snap peas

Potato and Rice Options (*your choice of 1*)

Rice pilaf, wild rice, Rosemary roasted red potatoes or baked potatoes

**Dressing selections for your garden salad: French, ranch, balsamic vinaigrette, raspberry vinaigrette, Caesar or fat-free Italian*

See Desserts for other options at an additional cost

Soups

Add to any menu at an additional cost

Wedding

Chicken broth with tiny meatballs and spinach

Baked Potato

Topped with sour cream, cheddar cheese and bacon

Chicken Noodle

Whole wheat noodles with fresh vegetables and chicken

Broccoli Cheddar

Made with fresh broccoli, cream and cheddar cheese

Reception Items

Spinach & Artichoke Dip with Pita Chips

Savory creamy dip with spinach, artichoke and cream cheese

Chicken Tenders

With honey mustard, barbecue, buffalo or ranch dressing

Spicy Barbeque Meatballs

In a sweet and spicy sauce

Spinach & Feta Spanakopita

Traditional blend of spinach and feta in flaky phyllo layers

Bruschetta Trio

Sliced toasted baguettes topped with artichoke, tomato caprese or caramelized onion

Shrimp Cocktail

A classic shellfish presentation with cocktail sauce and lemon

Popular Party Trays

Cheese & Grape Tray with Crackers

Assorted cheeses served with crackers and garnished with grapes

Vegetable Crudités

Fresh seasonal vegetables served with ranch dressing

Fruit Platter

A selection of sweet seasonal fruit

Fruit & Cheese Tray

Seasonal melon, pineapple and grapes served with a domestic cheese assortment and crackers

Cheese & Pepperoni

Swiss, cheddar and hot pepper cheese with sliced pepperoni, dipping mustard and crackers



Beverages



PROVIDES 16 SERVINGS BEVERAGE; PRICE PER GALLON

- Lemonade
- Iced Tea
- House Blend Coffee Service
- Orange Juice
- Hot Chocolate

INDIVIDUAL BEVERAGES; PRICE PER CONTAINER

- 20 oz Bottled Pepsi products
- 16.9 oz Bottled Water
- 15.2 oz Bottled Juice - Apple, Orange & Cranberry

Desserts

- Assorted Pies
- Assorted Cakes
- House Cookies
- Fudge Brownies
- Layer Cakes

Specialty and seasonal dessert items available upon request





Thank you for the opportunity to help with your event!

Specialty Menu Requests Vegan – foods that do not contain any animal derived products at all including honey, dairy or eggs. Vegetarian – foods that do not contain animal products except dairy or eggs. Balanced – these foods are limited in calories, fat, saturated fat, cholesterol and sodium. All food used or purchased by Chartwells is produced in a sustainable manner. This may include reduced antibiotic chicken, cage-free shell eggs, sustainable seafood and organic foods which could be locally produced.

Enhancements, Linens, China and Rentals As a standard, all catered events are set up with basic linen service provided for all service stations and disposable plastics. If additional linen is needed for registration, display or individual tables, additional fees will apply. Events that request china, flatware and glassware are subject to additional fees. Pricing doesn't include table decorations or floral arrangements.

Alcohol Beverage Service Chartwells Catering Services is NOT licensed to sell alcoholic beverages of any kind. The following bar service package has been developed to provide a service that will fit the need of the University. A non-alcoholic student environment is enforced. Both personal and public alcohol consumption is carefully controlled by the Pennsylvania Liquor Control Board through legal transportation, purchasing and consumption. The use of alcoholic beverages must be approved through Campus Administration. All client provided alcohol publicly served at all events where Chartwells services are contracted will be served by professionally trained bartenders contracted by Chartwells. Chartwells shall ensure that all legal conditions of the Pennsylvania Liquor Control Board are met in connection with all alcohol dispensing. The bartenders will use prudent judgment in verifying age and ceasing alcohol service to visibly inebriated or intoxicated persons. Alcohol can only be served at specific locations on campus. Campus Administration will advise the group of these locations. Alcoholic beverages must be legally purchased by the hosting group and delivered to the Chartwells staff at Chambers Hall. Chartwells will carefully handle, inventory, chill and securely store your beverages until time of service. Common source containers such as kegs or party balls are not permitted. All full and empty alcohol containers will be returned at the completion of your event. Chartwells provides all sodas, mixes and glassware for full bar service at an additional charge. Chartwells reserves the right to withhold service of alcoholic beverages from any guest at any time. There are no exceptions to this policy.

Late Arrivals, Cancellations and No Shows In the event that the group will be arriving later than scheduled, please notify Conferencing Services as soon as possible. Unless previous arrangements have been made, Chartwells Catering Services cannot be held responsible for holding food and service for longer than 30 minutes past the scheduled time of service. All cancellations of food service must be made no less than 48 hours prior to the event. Should the group fail to cancel the reservations, the group will be billed for labor and food costs which were incurred due to the event.

Neither Chartwells Catering Services or Conferencing Services is liable for any equipment, supplies or personal belongings left in public function areas.





150 Finoli Drive

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www.greensburg.pitt.edu/about/conferencing