



**2010  
CATERING GUIDE**

**Housing & Food Services  
Penn State Berks**

## TABLE OF CONTENTS

Catering Policies & Guidelines	Page 3
Continental Breakfast Buffet Selections	Page 4
Hot Breakfast Buffet Selections	Page 5
Cold Lunch Buffet Selections	Page 6
Hot Lunch Buffet Selections	Page 7
Break Service Selections	Page 8
Hors D'oeuvres	Page 9
Dinner Buffet Selections	Page 10
Dinner Buffet Selections/Side Dishes	Page 11
Dessert Selections	Page 12
Picnics	Page 13
Additional Charges	Page 14

## CATERING POLICIES & GUIDELINES

1. Please make sure to submit your catering request in a timely manner. Any request received less than one week prior to the date of your event will require the approval of management. It may not be possible to approve some late requests. Late requests may result in additional costs to the customer. All menu selections may not be available.
2. You must provide accurate billing/budget information at the time of your request. Your reservation will not be confirmed without this information.
3. Catering deliveries are typically made thirty (30) minutes prior to the official start time of your event. If your event requires something different, please include this information in your catering request.
4. **FOR CLASSROOM DELIVERIES:** When submitting your request, please indicate the catering is being delivered to a classroom. You are responsible for arranging for tables for the food set-up. Since the food is being delivered to a classroom, you will also need to provide a specific time for delivery and pick-up.
5. In the event that we have multiple requests for the same time deliveries will be made in the order that the catering requests were received. You will be notified if your catering request occurs at the same time as other requests.
6. Penn State Berks Housing & Food Services is eager to provide information and assistance in planning your catered event. In the initial stages of planning, an estimated number of guests will be required.
7. All events will be buffet style service with the choice of either disposable products or china (additional charge). Table linens will be provided for the buffet tables. Any request for table linens should be made two weeks prior to the event, and will be charged accordingly.
8. Formal table settings with linen, formal china, flowers, and wait service can be provided for an **additional charge**.
9. A 10% service charge will be added to all delivered catered events outside our building. There is also a \$25.00 minimum for any catered event.
10. Student organizations requesting catering services must submit written approval from their staff or faculty advisor with the appropriate budget number prior to any services being rendered.
11. One week before the event, the Food Service Manager should be informed of any changes in the estimated number of guests.
12. No later than 48 hours before the event, the client must notify Catering with their “guaranteed” number of guests attending, as well as, any changes in their catering request. Guest numbers stand confirmed at 48 hours in advance.
13. The client will be billed for 100% of the guaranteed number of guests.
14. In the event of a cancellation less than 48 hours prior to the catered event, non-recoverable costs incurred by the Penn State Berks Housing & Food Services will be charged to the appropriate group or organization.
15. Menu changes may have to be made in unusual or uncontrollable circumstances. In such a situation, substitute items of comparable quality will be served. If possible, clients will be notified in advance of such changes.
16. When any event begins more than 15 minutes after the designated service time, Penn State Berks Housing & Food Services cannot be held responsible for the overall quality of the meal. Additional labor costs incurred will become the responsibility of the client.
17. Due to Standard Board of Health practices, prepared leftover foods may not be removed from the premises.
18. **LION’S DEN & PENN STATE ROOM:** All reservation requests for the Lion’s Den must be approved by the Director of Housing & Food Services. Please make sure to indicate how you want the tables/chairs arranged at the time of your reservation.
19. **LION’S DEN:** There will be a \$75.00 room set-up fee for any event that requires a table arrangement other than our standard room arrangement.

## CONTINENTAL BREAKFAST SELECTIONS

<b>Pastry Service:</b>	<b>1.75/pp</b>
❖ Danish	
❖ Muffins	
❖ Bagels	
<b>Yogurt Parfaits (4.5 oz.)</b>	<b>1.95/pp</b>
❖ Strawberry	
❖ Strawberry-Banana	
<b>Pre-Packaged Yogurts</b>	<b>1.75/pp</b>
❖ Assorted flavors	
<b>Fruit Platter w/ dip (3 oz. /pp)</b>	<b>2.50/pp</b>
❖ Small (20-25 servings)	60.00
❖ Large (45-50 servings)	120.00
<b>Cold Cereals w/ milk</b>	
❖ Basic	2.80/pp
❖ Kashi	3.80/pp
<b>Coffee &amp; Tea Service: Please specify quantity of regular and/or decaf coffee</b>	<b>2.25/pp or 19.95/gallon</b>
❖ Small Urn (½ gallon) about 8 portions	10.00
❖ Large Urn (1 ½ gallon) about 24 portions	29.90
<b>Bottled Juices</b>	<b>1.95/pp</b>
<b>Bulk Juices (8 oz/pp)</b>	<b>1.50/pp</b>
❖ Pitchers ( 48 oz capacity/6 servings)	9.00 pitcher

**HOT BREAKFAST BUFFETS**  
**(Minimum 20 people)**

**Scrambled Eggs (2/person) 2.80/pp**

**Pancakes or French Toast (2/person) w/ syrup 3.05/pp**

**Omelets Made To Order (groups of less than 20 only) 5.20/pp**

**Breakfast Meats (Choose Two) 2.05/pp**

- ❖ Ham Slice
- ❖ Bacon
- ❖ Sausage
- ❖ Turkey Bacon or Sausage

**Breakfast Potatoes (Choose One) 1.55/pp**

- ❖ Hash Browns
- ❖ Home Fries

**Coffee & Tea Service: Please specify quantity of regular and/or decaf coffee 2.25/pp or 19.95/gallon**

- ❖ Pump Pot (½ gallon) about 8 portions 10.00
- ❖ Large Urn (1½ gallon) about 24 portions 29.90

**Bottled Juices 1.95/pp**

**Bulk Juices (8 oz/pp) 1.50/pp**

- ❖ Pitchers ( 48 oz capacity/6 servings) 9.00 pitcher

## COLD LUNCH BUFFETS

<b>Deli Sandwich Platter</b>	<b>4.40/pp</b>
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- ❖ **Served on a fresh Kaiser Roll, an assortment of the following sandwiches:**

Roast Beef and Cheddar, Ham and Swiss, Turkey and Provolone, Cheese Only  
 Substitute Tuna Salad for meat choice: MON-WED-FRI ONLY  
 Substitute Chicken Salad for meat choice: TUES-THURS ONLY

<b>Wrap Platter</b>	<b>4.40/pp</b>
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- ❖ **Served on fresh wraps, an assortment of the following:**

Roast Beef and Cheddar, Ham and Swiss, Turkey and Provolone, Marinated Veggies  
 Substitute Tuna Salad for meat choice: MON-WED-FRI ONLY  
 Substitute Chicken Salad for meat choice: TUES-THURS ONLY

<b>Deluxe Salad Plate</b>	<b>5.85/pp</b>
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- ❖ Choice of:  
 Chicken Caesar, Oriental Chicken, Chef, Grilled Chicken, California Cobb or Garden Salad

<b>Deli Platters</b>	<b>4.40/pp</b>
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- ❖ **Choose three meats: Turkey, Smoked Turkey, Ham or Roast Beef**
- ❖ **Choose two cheeses: Cheddar, American, Swiss or Provolone**
- ❖ **Choose three: Kaiser Rolls, White, Wheat or Rye breads**
- ❖ **All platters come with a lettuce, tomato and onion tray and assorted condiments**
- ❖ Substitute Tuna Salad for meat choice: MON-WED-FRI ONLY
- ❖ Substitute Chicken Salad for meat choice: TUES-THURS ONLY

<b>Box Lunch</b>	<b>11.70/pp</b>
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|--|------|
| ❖ Choice of:   | 4.40 |
| Turkey & Provolone, Roast Beef & Cheddar or Ham & Swiss on a Kaiser Roll |      |
| Substitute Tuna Salad for meat choice: MON-WED-FRI ONLY                  |      |
| Substitute Chicken Salad for meat choice: TUES-THURS ONLY                |      |
| ❖ Salad of the day   | 2.05 |
| ❖ Chips or Pretzels  | .75  |
| ❖ Cookies (2)  | 1.40 |
| ❖ Hand Fruit (Apple, Orange, or Banana)                                  | 1.15 |
| ❖ Choice of Bottled Beverage   | 1.95 |

<b>Party Subs: Choice of Turkey, Ham or Italian</b>
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|-------------------------------|-------|
| ❖ 3 Foot (feeds 12-15 people) | 52.00 |
| ❖ 6 Foot (feeds 20-25 people) | 92.00 |

**HOT LUNCH BUFFETS**  
**(20 person minimum per entree)**

<b>Hot Roast Beef or Turkey Sandwiches</b>	<b>4.15/pp</b>
❖ Served w/mashed potatoes & gravy	
<b>Oriental Stir Fry w/ White Rice</b>	<b>6.00/pp</b>
❖ Choice of Beef, Chicken or Vegetable Stir Fry	
<b>Pasta Bar</b>	<b>3.10/pp</b>
❖ Pasta w/ two sauces: Marinara and Meat Sauce	
❖ Clam Sauce	additional .40/pp
<b>Linguine w/ Roasted Vegetables</b>	<b>3.75/pp</b>
<b>Marinated Grilled Chicken Breast Sandwich</b>	<b>5.05/pp</b>
<b>Meatball Subs</b>	<b>6.00/pp</b>
<b>Pizza* (8 slices/pie)</b>	
❖ Cheese Pizza	12.99
❖ Pepperoni or Sausage	14.99
❖ Supreme	16.99

## BREAK SERVICE SELECTIONS

<b>Coffee &amp; Tea Service: Please specify quantity of regular and/or decaf coffee</b>	<b>2.25/pp or 19.95/gallon</b>
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|--|-------|
| ❖ Pump Pot ( ½ Gallon/about 8 servings)    | 10.00 |
| ❖ Large Urn (1 ½ Gallon/about 24 servings) | 29.90 |

<b>Beverages</b>
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|---|---------------|
| ❖ Assorted Bottled Beverages                                      | 1.95/pp       |
| ❖ Bottled Water (12 oz.)  | 1.50/pp       |
| ❖ Assorted Bulk Juice   | 1.50/pp       |
| ❖ Pitchers of Juice ( 48 oz capacity/6 servings)                  | 9.00 pitcher  |
| ❖ Bulk Punch, Lemonade, Ice Tea                                   | 1.25/pp       |
| ❖ Pitchers of Punch/Ice tea/Lemonade ( 48 oz capacity/6 servings) | 7.50/ pitcher |
| ❖ Specialty Punch   | 1.75/pp       |
| ❖ Hot Chocolate   | 2.25/pp       |
| ❖ Apple Cider (Hot or Cold)                                       | 2.25/pp       |

<b>Food Options</b>
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|---|---------------------|
| ❖ Vegetable or Cheese Platters w/ dip or mustard (3 oz. serving per person)<br>(NOTE: Upscale/Specialty Cheeses may be priced higher) | 2.25/pp             |
| Small Platter: serves 20-25   | 55.00               |
| Large Platter: serves 15-50   | 110.00              |
| ❖ Fruit Platter w/ dip (3 oz. serving per person)   | 2.50/pp             |
| Small Platter: serves 20-25   | 60.00               |
| Large Platter: serves 15-50   | 120.00              |
| ❖ Cookies or Brownies (can be mixed)  | 9.00/dz.            |
| ❖ Hand Fruit  | 1.00/pp             |
| ❖ Spinach & Artichoke Dip w/ Pita Chips   | 3.25/pp             |
| ❖ Hummus w/ Pita Chips  | 3.25/pp             |
| ❖ Potato Chips or Pretzels  | 1.50/pp             |
| ❖ Tortilla Chips  | 1.75/with dip       |
|   | 1.50/pp             |
|   | 2.00 /salsa         |
|   | 2.15/salsa & cheese |

## HORS D'OEUVRES

If your event will be held at a "typical meal time", we recommended that you allow 7-10 pieces per guest; for other times, we suggest 5-7 pieces per guest.

### Cold Selections

❖ Assorted Canapés	49.95/per 25
❖ Fresh Fruit Kabobs	60.00/per 25
❖ Chocolate Covered Strawberries	55.00/per 25
❖ Petit Fours	35.00/per 25
❖ Bruschetta Crostina	60.00/per 25
❖ Mexican Pinwheels	40.00/per 25
❖ Cinnamon Crisp Tortilla Chips w/ Fruit Salsa	37.50/per 25
❖ Antipasto Skewers	54.50/per 25
❖ Iced Shrimp Cocktail	60.00/per 25

### Hot Selections

❖ Assorted Mini Quiche	36.00/per 25
❖ Sesame Chicken Medallions w/ Oriental Dipping Sauce	42.00/per 25
❖ Chicken Pineapple Brochettes	50.00/per 25
❖ Breaded Chicken Fingers	30.00/ per 25
❖ Chicken Dijonnaise Bites	50.00/per 25
❖ Scallops Wrapped in Bacon	40.00/per 25
❖ Mini Crab Cakes	33.50/per 25
❖ Buffalo Shrimp & Bacon Wraps	74.00/per 25
❖ Crab & Shrimp Puffs	40.00/per 25
❖ Mini Vegetable Egg Rolls	25.00/per 25
❖ Franks in a Blanket	21.00/per 25
❖ Mini Pizzas	31.00/per 25
❖ Raspberry & Brie in Phyllo	41.25/per 25
❖ Olive Bites w/ Asiago Cheese	35.00/per 25

**DINNER BUFFETS**  
(20 person minimum per entrée)

**Poultry**

❖ Stuffed Chicken Breasts Options:	5.95/pp
Cordon Bleu	
Spinach & Ricotta Cheese	
Wild Rice	
Sundried Tomatoes & Feta Cheese	
Bread Stuffing	
❖ Chicken Oscar (Crab & Asparagus)	12.95/pp
❖ Grilled Lemon Tarragon Chicken	4.30/pp
❖ Grilled Herb Chicken	4.30/pp
❖ Chicken Marsala	4.30/pp
❖ Chicken Parmesan	4.30/pp
❖ Sliced Roast Turkey	4.30/pp

**Beef**

❖ Beef Tenderloin	Market Price
❖ Stuffed Flank Steak	5.20/pp
❖ Hand Carved Prime Rib	Market Price
❖ Yankee Pot Roast	3.25/pp
❖ Filet Mignon w/ Brandy Sauce	Market Price
❖ Beef Stroganoff	4.80/pp
❖ Meatloaf	3.25/pp

**Pork**

❖ Herb Crusted Pork Loin	5.05/pp
❖ Roast Pork w/ Honey Mustard Glaze	4.55/pp
❖ Stuffed Pork Chops	5.05/pp
❖ BBQ Ribs	5.05/pp
❖ Escallops of Pork Tenderloin w/ Rosemary	5.05/pp
❖ Roast Pork w/Apple Honey Mustard Glaze	5.05/pp
❖ Simple Pork Medallions	5.05/pp
❖ Honey Glazed Smoked Virginia Ham	4.55pp

**Fish & Seafood**

❖ Grilled or Seared Salmon	5.20/pp
❖ Dill Salmon Fillets	5.20/pp
❖ Shrimp Scampi	4.90/pp
❖ Berks Special Jumbo Lump Crab Cakes	11.95/pp
❖ Baked Parma Fish	3.90/pp
❖ Baked Lemon Cod	3.90/pp
❖ Cajun Tilapia	4.30/pp

## **Oriental**

❖ Chicken Lo Mein	4.50/pp
❖ Vegetable Lo Mein	3.25/pp
❖ Szechuan Beef	4.50/pp
❖ Thai Shrimp Stir Fry	4.50/pp
❖ Pot Stickers (serving: 6) Pork or Vegetable	3.25/pp

## **Mexican**

❖ Steak, Chicken or Grilled Vegetable Fajitas	4.50/pp
❖ Ground Beef Tacos (Hard or Soft) w/ toppings	3.00/pp

## **Pasta**

❖ Lasagna: Meat, Cheese or Vegetable	4.80/pp
❖ Cheese Manicotti (2/person)	2.50/pp
❖ Spaghetti w/ sauce (served with Marinara & Meat Sauce)	3.10/pp
❖ Linguine w/ roasted Vegetables	3.75/pp
❖ Macaroni & Cheese	2.85/pp
❖ Turkey Tetrazzini	2.95/pp
❖ Stuffed Shells ( 2/person)	3.00/pp

## **SIDE DISHES**

### **Vegetables 1.55/pp**

- ❖ Green Beans, Broccoli, Sugar Snap Peas, Mixed Vegetables, Corn

### **Potatoes 1.55/pp**

- ❖ Baked, Mashed, Oven Roasted, Scalloped

### **Rice 1.55/pp**

- ❖ Steamed Rice, Wild Rice, Fried Rice, Rice Pilaf, or Spanish Rice

### **Side Salads 2.45/pp**

- ❖ Traditional Tossed Salad or Caesar Salad

### **Salad of the Day 2.05/pp**

### **Garlic Bread or Rolls 1.50/pp**

### **Soup of the Day 3.60/pp**

### **Specialty Soups (minimum order 20 people) 4.30/pp**

- ❖ Please contact our office for soup selections for your event.

## DESSERTS

<b>Standard Layer Cakes</b>	<b>3.10/pp</b>
❖ Yellow, Chocolate, White, Marble, Red Velvet, Midnight, or Carrot	
<b>Standard Fruit Pies</b>	<b>2.60/pp</b>
❖ Apple, Cherry, Blueberry	
<b>Crème Pies</b>	<b>2.60/pp</b>
❖ Coconut Crème, Banana Crème, Lemon Meringue, Cookies & Crème	
<b>Cheesecake</b>	<b>3.75/pp</b>
❖ Assortment	
<b>Gourmet Desserts</b>	<b>4.75/pp</b>
❖ Assortment	
<b>Cookies or Brownies (can be mixed)</b>	<b>9.00/dozen</b>
<b>Ice Cream Social</b>	<b>4.30/pp</b>
❖ Chocolate, Vanilla, and/or Strawberry	
❖ Assorted sundae toppings, Whipped Cream, Sprinkles	
<b>Ice Cream Cups (Pre-packaged)</b>	<b>.65/pp</b>
❖ Chocolate or Vanilla	
<b>Cakes &amp; Cupcakes</b>	
❖ ¼ Sheet Cake (serves 15)	16.10
❖ ½ Sheet Cake (serves 30)	24.15
❖ Full Sheet Cake (serves 60)	44.85
❖ Full 8" Layer Cake	16.10
❖ Cupcakes	1.00/each

**PICNICS**  
**(Minimum of 25 people)**

**Typical Picnic Selections**

❖ Burgers	3.20/pp
❖ Hot Dogs	1.80/pp
❖ Pork BBQ	3.25/pp
❖ BBQ Chicken	4.30/pp

**Side Dishes**

❖ Macaroni, Potato or Pasta Salad	2.05/pp
❖ Side Tossed Salad	2.45/pp
❖ Baked Beans	1.55/pp
❖ Fresh Corn on the Cob	1.95/pp
❖ Watermelon	2.25/pp

**Desserts**

❖ Cookies or Brownies (can be mixed)	9.00/dozen
❖ Fruit Pies	2.60/pp
❖ Ice Cream Social	4.30/pp
❖ Apple Crisp w/ Vanilla Ice Cream	3.75/pp

**Beverages**

❖ Bulk Ice Tea or Lemonade	1.25/pp
❖ Pitchers of Punch/Ice Tea/Lemonade (48 oz. capacity/6 servings)	7.50/pitcher
❖ Assorted Bottled Beverages	1.95/pp

## ADDITIONAL CHARGES

❖ China	1.00/pp
❖ Plated Service	1.00/pp
❖ Server or Buffet Attendant (per attendant)	18.00/hr
❖ Linens (No charge for buffet table linens) Tablecloth & Napkins	Varies
❖ Overtime Fees*	Varies
*The charge for OT will be billed at prevailing union rate where necessary.	
❖ Service Charge: 10% for all deliveries outside of Perkins Student Center	
❖ Room Set-Up Fee: \$75 ( applies to Lion's Den)	
❖ Flowers	Varies