



C A T E

R I N G



AT ROWAN
UNIVERSITY



Our Menu



WELCOME LETTER

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PLANNING YOUR EVENT

This section will help you plan your event. It contains helpful suggestions as well as the procedures associated with planning your next catering event.



Welcome

From basic coffee services to outdoor events of unlimited numbers, our goal is to provide you with a full range of quality and innovative catering services backed by a diverse, service-oriented staff and a wide range of resources available from our international network.



As a catering service, our main function is Food! Our trained, professional staff is dedicated to providing the highest level of catering services. The quality of your food, however, does not rest upon the chef's alone. Every member of the Catering Department receives monthly training on food and beverage services, as well as day-to-day experience on the job.



This brochure provides you with fresh, contemporary menus. However, this represents only a starting point. Our commitment is to customize and create whatever is required to provide your guests with an unforgettable experience.

We look forward to the opportunity to work with you!





A GREAT START

SUNRISE BREAKFAST

The menus below are all presented buffet style. However, if a served breakfast is desired, an appropriate menu can be customized to fit your needs. All set ups include freshly brewed coffee, decaf and hot tea.

EARLY RISER

An assorted pastry basket of mini danish, mini donuts, mini muffins, and a bottled juice assortment of orange, apple and cranberry.

EYE OPENER

An assorted pastry basket of mini danish, mini donuts, mini muffins, a bottled juice assortment of orange, apple and cranberry and an assortment of fresh seasonal sliced fruit.

SUNRISE START

An assortment of bagels and scones with accompaniments of individual fruit yogurt with granola, a bottled juice assortment of orange, apple and cranberry and an assortment of fresh seasonal sliced fruit.

HOT SUNRISE START

Scrambled eggs, bacon, assorted bagels or breakfast pastries, with accompaniments of fresh seasonal sliced fruit, and assortment of bottled juices.

Inquire about our made to order Omelet Bar.

B R E A K F A S T



A GREAT START

SUNRISE BREAKFAST

The following items can be added on to any of the sunrise breakfast menus to create a custom menu for any occasion.

ENTRÉES

- Mushroom cheese strata
- Ham, cheddar and tomato frittata
- Individual fruit yogurt
- Assorted seasonal sliced fruit or fruit salad
- Scrambled eggs
- Bacon
- Ham steak
- Sausage links
- Turkey sausage links
- Lox and condiments
- Waffles
- French toast
- Pancakes
- Home fried potatoes
- Hash browns
- Grits
- Oatmeal
- Breakfast sandwiches on a bagel, croissants, or English muffin
- Breakfast burritos

BEVERAGES, 16 SERVINGS PER GALLON

- Canned iced tea
- Assorted canned soft drinks
- Assorted juice - by the bottle
- Assorted carafe juice
- Bottled water
- Fresh brewed coffee
- Fresh brewed decaffeinated coffee
- Hot tea service (includes decaffeinated)
- Hot chocolate

BAKERY A LA CARTE, SOLD BY THE DOZEN ALL ITEMS CAN BE SERVED REGULAR OR MINI

- Assorted bagels with condiments
- Assorted donuts
- Croissants
- Danish
- Sticky buns
- Assorted scones
- Assorted muffins
- Biscuits

B R E A K F A S T



LUNCH TIME

EXPRESS LUNCHES: 10 GUEST MINIMUM

Our signature specialty sandwiches can be prepared to suit your event. All lunch packages are accompanied with a side salad of the day, condiments, potato chips, cookies or brownies and a choice of canned beverage or bottle of water. For additional selections, please see the "Flavorful Desserts" menu.

ALBUQUERQUE CHICKEN

Southwest grilled chicken with sliced avocado and tomatoes.

BLT SANDWICH W/PESTO CHICKEN BREAST

Crisp bacon, lettuce, tomato and pesto chicken breast on a ciabatta roll.

GRILLED VEGETABLE BAGUETTE

Grilled vegetables with fontina cheese on a baguette.

GRILLED PORTOBELLO ON FOCACCIA

Grilled portobello mushroom sandwich with roasted red peppers and provolone cheese.

BEEF, GRILLED ONION AND HAVARTI PANINI

Roast beef and havarti cheese on baguette with grilled onions, romaine, dijon mustard and mayonnaise.

CALIFORNIA CLUB ON FOCACCIA

Roast turkey with crisp bacon, avocado and sundried tomato pesto on focaccia.

CLASSIC CHEF JAZZ SALAD WRAP

Julienne of turkey, ham, swiss and cheddar with cucumbers, romaine and blue cheese dressing.

PICNIC LUNCH

Assorted deli sandwiches on a choice of kaiser rolls, dinner rolls, croissants, or wraps featuring tuna, roast turkey breast, ham and swiss, and roast beef and cheese.

EXPRESS LUNCHES



LUNCHEON SALADS

LUNCHEON SALADS: 10 GUEST MINIMUM

Our signature specialty sandwiches can be prepared to suit your event. All lunch packages are accompanied with a side salad of the day, condiments, potato chips, cookies or brownies and a choice of canned beverage or bottle of water. For additional selections, please see the "Flavorful Desserts" menu.

CHEF SALAD

A bed of mixed greens with julienne ham and turkey, cheddar cheese, hard boiled egg and honey mustard dressing with a dinner roll and butter.

COBB SALAD

A bed of mixed greens with smoked turkey, avocado, egg, bacon and crumbled blue cheese served with blue cheese dressing.

CAESAR SALAD

Fresh cut romaine lettuce with shredded parmesan cheese, focaccia croutons and Caesar dressing.

- * Add grilled balsamic chicken breast
- * Add beef strips or shrimp

COUNTRY SALAD

Spring Mix with dried cranberries, candied pecans, blue cheese served with raspberry vinaigrette.

TRI-SALAD COMBO

A special mixture of fresh greens topped with a choice of three salads; chicken salad, egg salad, tuna salad and ham salad.

CHICKEN FAJITA SALAD

Fresh mixed greens, marinated sliced chicken breast, vegetables, tomatoes, shredded cheddar cheese and fried tri-color tortilla chips served with ranch dressing.

ASIAN TOSSED SALAD

Spring mix with cucumber, carrot, tomato, lo mein noodles, mandarin oranges and ginger sesame vinaigrette.

LUNCHEON SALADS



LUNCHEON SALADS

LUNCHEON SALADS: 10 GUEST MINIMUM

ANTIPASTO SALAD

Cubed salami, ham, sliced olives, diced tomatoes, cubed provolone cheese, tossed with fresh greens, spices and a red wine vinaigrette dressing.

SALAD BAR

Spring mix and romaine lettuce, cucumber, tomatoes, shredded carrots, shredded cheddar cheese, croutons and olives with your choice of 2 dressings

BIG GREEK SALAD

Crisp mixed greens with Tabbouleh, roasted red pepper, crumbled feta cheese and falafel in a flat bread cone.

SOUP & SALAD COMBO

Salad Bar salad with chef's choice or soup of the day.

LUNCHEON SALADS



PIZZAS

PIZZAS, 8 SLICES PER PIE

CHEESE

Mozzarella cheese & tomato sauce

PEPPERONI

Mozzarella cheese, pepperoni & tomato sauce

SAUSAGE

Mozzarella cheese, Italian sausage & tomato sauce

SUPREME

The works! Pepperoni, Italian sausage, green peppers, mushrooms, onions, ripe black olives, mozzarella cheese & tomato sauce

MARGHERITA

The classic Italian pizza. Made with imported Italian tomatoes and fresh mozzarella cheeses topped with fresh basil and parmesan cheese

BBQ CHICKEN

Delicious blend of BBQ chicken, cheeses, sliced onions and cilantro on a freshly tossed crust

VEGETARIAN

Mushrooms, green peppers, black olives, onions, roma tomatoes, mozzarella cheese & tomato sauce

P I Z Z A S



ROWAN FAVORITES

SPECIALTY BUFFETS: 10 GUEST MINIMUM

The following buffets have been created with distinctive themes that are campus favorites. All menus are available for lunch or dinner and include cookies or brownies, water and iced tea. For additional selections, please see the "Flavorful Desserts" menu.

ALL AMERICAN DELI BUFFET

Sliced roast beef, ham, turkey, American, swiss and provolone assorted bread and rolls, relish tray lettuce, tomato, pickles, onion, condiments, and potato chips.

OPTIONS

- 12 oz can beverages or bottled water
- Healthy Choice® meats sliced roast beef, ham, turkey, American, swiss, and provolone
- Pasta salad, potato salad, garden salad, caesar salad and tossed garden salad with mixed greens, tomatoes, cucumbers, red onion and croutons

SALAD BUFFET

Seafood salad, chicken salad, tuna salad, egg salad and tossed garden salad with mixed greens, tomatoes, cucumbers, red onion and croutons with a choice of two salad dressings. Accompanied by assorted bread and rolls, relish tray of lettuce, tomato, pickles, and onion, condiments, potato chips.

CAESAR BAR

Romaine lettuce tossed with parmesan cheese, croutons, and caesar dressing served with rolls and butter.

OPTIONS:

- Add grilled chicken, grilled steak, grilled shrimp or grilled salmon

SOUTHERN FRIED CHICKEN

Crispy wings, legs, breast, and thighs served with creamy mashed potatoes and green beans. Includes a garden salad with 2 dressings, dinner rolls & butter.

OPTIONS:

- Add mac & cheese
- Add corn on the cobb, biscuits, or corn bread

*Please inquire about Vegetarian entrees.

B U F F E T S



THEMED BUFFETS

MOVEABLE FEASTS: 10 GUEST MINIMUM

BASIC BBQ

Hamburgers, hot dogs, veggie burgers, sliced American cheese, choice of potato salad, macaroni salad or coleslaw, relish tray of lettuce, tomato, pickles and onions, condiments, potato chips and choice of cookies or brownies, lemonade or iced tea and water.

ADD OPTIONS:

BBQ Chicken breast with Bacon and cheddar cheese, BBQ pulled pork, corn on the cob, baked beans, watermelon basket filled with fruit salad.

ITALIAN BUFFET

A choice of 1 entrée: eggplant parmigiana, chicken parmigiana, chicken marsala, sausages and peppers. Choose 2: penne ala vodka, baked ziti, zucchini, broccoli sautéed with garlic, linguini with oil and garlic, includes garden salad with dressings, dinner rolls & butter and a choice of cookies or brownies, lemonade or ice tea and water.

OPTIONS

- Canned beverage or bottled water
- Fresh fruit salad

HOLIDAY DINNER

Tossed garden salad with mixed greens, tomatoes, cucumbers, red onion and croutons with your choice of two dressings.

Roast turkey, with whipped potatoes and giblet gravy, country stuffing, corn, cranberry sauce, rolls and butter, pumpkin pie. Served with lemonade, ice tea and water.

FAJITA BAR

Choice of chicken, beef, shrimp or vegetable fajitas accompanied with warm flour tortillas, traditional toppings and Spanish rice, lemonade or iced tea, water and cinnamon crisps.

WINGS AND THINGS

Cesar salad, Buffalo wings, blue cheese dressing and celery sticks. Select two Pizzas: California vegetable, pepperoni, sausage or plain cheese, cookies or brownies, lemonade or iced tea and water.

*Please inquire about Vegetarian entrees.

B U F F E T S



CULINARY CLASSICS

For an event that requires a more formal atmosphere, we suggest a served meal. Each menu can be served as a buffet or plated meal. All meals include garden salad with two dressings, dinner rolls and butter, choice of assorted bars, chocolate cake or carrot cake and full hot and cold beverage service.

OVEN ROASTED BEEF

Sliced roast beef with savory gravy served with creamy mashed potatoes and asparagus

ASIAN BEEF

Thinly sliced plum glazed flank steak served with white rice and stir fry vegetables.

SALMON WITH DILL BUTTER

Served with rice pilaf's and mixed vegetables.

SHRIMP AND SCALLOP STIR-FRY

with vegetable fried rice and green beans with ginger.

LEMON PEPPER CHICKEN

Boneless chicken breast drizzled with a lemon pepper sauce. Served with rice pilaf and sugar snap peas.

CHICKEN BRUSCHETTA

Marinated and grilled boneless breast of chicken with fresh tomatoes and basil. Served with fettuccini and with fresh herbs and sauteed zucchini.

CHICKEN CORDON BLEU

Boneless breast of chicken rolled with ham and swiss cheese served with herbed potatoes and steamed broccoli.

For additional recommendation ask about how we can customize your menu with appetizers.

*Please inquire about Vegetarian entrees.

C L A S S I C S



FLAVORFUL DESSERTS

Below is a list of desserts to upgrade or accompany any meal. All items are priced per person. 10 guest minimum.

DESSERT BARS, PER PERSON

- Chocolate brownies
- Marble brownies
- Lemon Bars
- Lemon Crumb bars
- Marshmallow krispies
- Carrot cake bar
- Turtle brownie bar
- Petit fours
- Oreo dream bar

PIES AND COBBLERS

- Apple pie
- Blueberry crisp
- Peach cobbler
- Boston cream pie
- Pumpkin pie
- Key Lime pie
- Lemon meringue pie

CAKES

- Chocolate cake
- Carrot cake
- Black forest cake
- German chocolate cake
- Pound cake with whipped cream and seasonal fruit
- Angel food cake with seasonal berries
- Cheesecake with seasonal berries
- Carrot cake with cream cheese frosting
- Chocolate chip cookie cake

CHEF'S SPECIALTY

- Sorbet
- Parfaits
- Tiramisu
- Crème Brûlée
- Chocolate fondue

We can create any specialty dessert at your request

FLAVORFUL DESSERTS



FINISHING TOUCHES

COOKIES, PER PERSON

- Chocolate chip
- Oatmeal raisin
- Sugar cookies
- Chocolate chocolate chip
- Red, white and blue cookies
- Assorted biscotti

SNACKS, PER PERSON

- Popcorn
- Potato chips
- Pretzels
- Chips and salsa
- Pita chips with hummus
- Granola bars
- Soft pretzels
- Apples, oranges, bananas

ICE CREAM SUNDAE BAR, 25 GUEST MINIMUM

Includes one 3 gallon tub of ice cream with your choice of vanilla, chocolate or strawberry

Select two sauces from the following:

- Caramel
- Hot fudge
- Butterscotch

Select 3 from the following toppings:

- Walnuts
- Sprinkles
- Crushed oreos
- Cherries
- Whipped topping
- M & M's



GOURMET DIPS/TRAYS AND DISPLAYS/CARVING STATIONS

ASSORTED DIPS, PER PERSON MINIMUM OF 10 GUESTS

- Spinach dip with pumpernickel bread
- Warm artichoke dip with pita bread
- Warm crab dip with crostini
- Seven layer dip with tortilla chips
- Shrimp butter with assorted crackers

TRAYS AND DISPLAYS, PER PERSON MINIMUM OF 10 GUESTS

- Crudit  and dip
- Cheese and crackers
- Imported/specialty cheese and gourmet crackers
- Fresh seasonal fruit
- Fruit and cheese
- Pepperoni and cheese
- Mixed grilled vegetables
- Tea sandwiches with assorted fillings: Tuna salad, egg salad, chicken salad, seafood salad and cucumber
- Antipasti

CARVING STATION, PER PERSON MINIMUM OF 25 GUESTS

Carved selections are accompanied by an assortment of rolls, condiments and sauces. There is an additional charge per station chef.

Carving station comes with your choice of:

- Roast turkey with giblet gravy
- Glazed ham
- Roast pork loin
- Roast top round of beef with au jus
- Roast tenderloin of beef

GOURMET DIPS
TRAYS AND DISPLAYS
CARVING STATIONS



H O R S D ' O E U V R E S

PRICED PER DOZEN

The following hors d'oeuvres can be butlered to your guest or served as a stationary buffet.

HOT

- Spanakopita
- Honey drizzled chicken drumettes
- Fried chicken tenders
- Coconut shrimp
- Mini chicken wellington
- Chicken wings with blue cheese and celery (Hot, Mild/Regular)
- Eggrolls
- Vegetable spring rolls
- Cocktail franks
- Scallops wrapped in bacon
- Potstickers
- Mini quiche
- Crab cakes
- Honey ginger chicken satay
- Chicken & mushroom quesadilla tapas
- Crab rangoon
- Potato latkes

COLD

- Vegetarian sushi roll
- Sushi
- Shrimp cocktail (per person)
- Tuscan bruschetta
- Skewered fruit with yogurt dressing
- Salmon pinwheel
- Tomato, mozzarella and basil crostini
- Belgium endive and herbed goat cheese
- Roast beef and horseradish crostini
- Pecan chicken salad on cucumber rounds

H O R S D ' O E U V R E S



B E V E R A G E S

HOT, SOLD BY THE GALLON: 16 SERVINGS PER GALLON

- Brewed regular and decaf coffee
- Hot Lipton tea
- Herb Tazo - celestial tea
- Hot cocoa (seasonal)
- Hot apple cider

COLD

- Canned soda (12 ounce)
- Bottled waters
- Bottled juices
- Milk (pint)

PUNCHES, SOLD BY THE PITCHER: 5 SERVINGS PER PITCHER

- Lemonade
- Kiwi strawberry punch with sorbet
- Iced tea
- Cranberry punch
- Virgin mojito punch
- Virgin sangria

B E V E R A G E S



Planning Your Special Event

We pride ourselves in being able to meet all catering needs. The following steps will help you through the process of organizing your special function.



Arranging and Reserving a Date

Even if the date of the event is only tentative, please make arrangements with the catering to insure availability. All other information such as location, number of guests, time of the function, and menu selection, need to be decided at least ten business days before the function. You may contact the catering department via phone or visit our office in person. You may also view our menus on www.Rowandining.com



Reserving a Location

Whether the event is to take place on campus or off the location reserved needs to be confirmed with our catering department before we deliver. Events in the Student Center will need to be arranged by you through Events & Conference Services at 856-256-4602. When making reservations in other buildings on campus please refer to University policies regarding space reservation & setup (Tables, chairs & trashcans) need to be made by you in each location.


We will be happy to advise you of your needs.





Planning Your Special Event

Contact the Catering Office



At least ten days before the event, contact the catering office at (856) 256-4610 or stop by our office located in the lower level of the Student Center. Some event arrangements may be made by phone or e-mail, more complicated or customized events may require an appointment with the Catering Coordinator or Catering Director. This is the time for a thorough discussion of all specifics and details. We can help you make all the necessary decisions to determine which of the services that we offer would best fit your needs. Office hours are Monday-Friday 8:30 am to 5:00 pm, closed some holidays. Appointments other than office hours may be scheduled in advance.


Events booked later than the requested advance notice may still be accommodated but should incur additional fees. Events scheduled on Rowan University holidays or shut down periods will incur an additional labor charge.

Services and prices are for normal business days in accordance with the Rowan University Calendar.



Event Confirmation and Guarantees

After all details of your special event have been finalized, you will receive a confirmation sheet/contract to be signed and sent back to us. This confirmation and guarantee will include the exact times, location, attendance, menu choices and room setup. Please review all information for accuracy prior to signature.



A guarantee is required three business days before your catered event. All cancellations and final changes, including the customer guarantee count and payment, must take place at least three business days prior to your function. Charges of up to 75% of your bill may be incurred if you cancel or make changes resulting in lost revenue after this time frame. If Rowan University is closed due to an emergency or inclement weather, all catering events will be automatically cancelled and may be rescheduled at your convenience. If you do not contact us with a final count within the three business days allowed, we will prepare for the estimated number and charge accordingly.



Planning Your Special Event

Payment

All catered functions must have a secured payment before they occur. University Account Numbers, Visa, American Express, Cash, and Check are all valid payment methods. Non-University related groups are required to make a deposit of 75% one week prior with the balance due at the conclusion. Non-University groups are subject to 17% service fee and 7% sales tax or New Jersey sales tax, for all food events. Tax exempt organizations are required to submit a copy of their exemption certificate prior to their date.



Minimum Charges


There will be a minimum charge of \$40.00 for delivery. Arrangements for orders less than the minimum amount may be made if they are picked up during business hours. Deliveries outside the University will be subject to a delivery fee. Events booked less than 48 hours in advance will be assessed with a late charge of 15% of the total bill with a minimum charge of \$35.00.



China Charges

Our catering department provides high quality disposable products as a standard for receptions or events booked outside of the Ball Room and Owl's Nest. We also offer china service for any event on campus at an additional charge. China service for events being held off campus will require china rental from an outside company at market price.

On Campus China Charges



Full meal china and silverware service	\$2.75 per person
Coffee or beverage china service	\$1.75 per person
Full bar glass service	\$1.75 per person
Reception china and silverware service	\$2.00 per person



Planning Your Special Event

Linen and Skirting

As a standard, we provide white or ivory 90 inch round or banquet tablecloths for food and beverage service tables at no charge. Linen will also be provided for guest tables used for full service meals. If you would like standard linen to be placed on reception tables, breaks, meeting tables and for boxed lunches there will be a \$5.00 fee for each tablecloth. Other tables may be covered at \$20.00 per tablecloth. The same applies to registration tables, name tag, head tables and any additional table that will not be used for food service. We can also provide linen napkins to match your color scheme for an additional \$1.00 each. A variety of specialty linens are available upon request for an additional charge.



Attendants

To ensure the success of your event, catering staff will be provided for all served meals and buffets during the first two hours of service. If additional time or increased level of service such as butlers, bartenders, chefs or additional wait staff is desired a fee of \$125.00 per attendant will be charged. The fee includes four hours of service which is the minimum requirement. Each additional hour of service will be an additional \$25.00 per attendant per hour. Please consult with your catering department for possible options and recommendations.



Catering Equipment

As the host of the catering event, you are responsible for the equipment we have provided for the service of your catered event. Any missing, or damaged, catering equipment or supplies will be charged to your account at replacement costs. In the occurrence of a very large event, specialty equipment may need to be rented. We can provide this for you at an additional charge.



Floral Charges

We will be happy to order, receive and handle specific floral and decorative requests for an additional fee determined in accordance with your specific needs.

Removal Policy

Due to food safety liability, guests may not remove food from the function site. Items purchased for pick up should be properly stored prior to the event and disposed of by the host of the event.

