



2025/2026 Pitt Eats Catering Guide



Pitt Eats Catering Guide by Chartwells

Welcome to Pitt-Johnstown Conferences & Events!

Our mission is to provide you with superior quality, exceptional service, and a creative, cutting-edge culinary experience. Our professional staff is available to assist in planning your special event. Please contact us for customized service and menus.

(814) 269 -1900 or 1 (800) 875-5958

eventupj@pitt.edu

www.Johnstown.pitt.edu/conferences

Living Learning Center

BREAKFAST *Delights*

Continental Breakfast

\$12.70 per person

Continental Breakfast includes an assortment of freshly baked breakfast pastries and a seasonal fresh fruit display. Includes coffee (0 cal.), ice water (0 cal.), and orange juice (150 cal.) (400-880 cal.)

Traditional Breakfast

\$17.35 per person

Create your own traditional breakfast with scrambled cage-free eggs served with a seasonal fruit display (**VG**) and seasoned breakfast potatoes (**VG**) served with hot sauce and ketchup. Includes coffee (0 cal.), ice water (0 cal.), and orange juice (150 cal.) (390-400 cal.)

Choose one:

Savory cinnamon French toast served with butter and maple syrup (390 cal.)

Fluffy buttermilk pancakes served with butter and maple syrup (510 cal.)

Choose one:

Bacon (130 cal.)

Pork breakfast sausage link (390 cal.)

Turkey Breakfast Sausage (70 cal.)

Meatless Sausage (70 cal.)

Additional Meat Add Ons are \$1.65 per person

Breakfast Taco Bar

\$14.00 per person

Create your own breakfast taco with an assortment of flour tortillas (**VG**), corn tortillas (**VG**), cage-free scrambled eggs, fajita vegetables, cheddar cheese, sour cream, pico de gallo, hot sauce, and guacamole. Includes coffee (0 cal.), ice water (0 cal.), and orange juice (150 cal.) (390-540 cal.)

Choose one:

Chorizo Style Tofu (120cal.)

Chorizo Sausage (300 cal.)

Bacon (130 cal.)

Pork breakfast sausage link (390 cal.)

Meatless Sausage (70 cal.)

Additional Meat Add Ons are \$1.65 per person

Quick Continental

\$6.00 per person

Includes an assortment of freshly baked breakfast pastries
Includes coffee (0 cal.) and ice water (0 cal.) (240 -360 cal.)



BREAKFAST *Continued*

Artisan Breakfast Sandwiches \$6.10 each

The tastiest breakfast handhelds in town! Served with cage free scrambled eggs.

American cheese on an English muffin (580 cal.)

Breakfast sausage with cheddar cheese on a bagel (750 cal.)

Bacon with American cheese on a croissant (640 cal.)

Egg whites, pepperjack cheese, and avocado on an English muffin (510 cal.)

Brunch Bite Add-On

Smoked salmon board with dill, capers, cream cheese, pickled vegetables, and toasted baguettes \$8.55 per person

Breakfast A La Carte

Assorted freshly baked muffins (200-350 cal.)	\$28.20 per dozen
Assorted bagels with butter and cream cheese (390-510 cal.)	\$31.90 per dozen
Assorted scones (220-410 cal.)	\$20.05 per dozen
Yogurt parfait with fresh berries and granola (260 cal.)	\$4.35 per person
Bacon, pork sausage link, turkey sausage link, meatless sausage, ham (70-260 cal.)	\$3.30 per person
Seasonal fresh fruit display (35 cal.)	\$3.00 per person
Hard boiled egg (70cal.)	\$1.65 per person
Oatmeal bar with craisins, chocolate chips, and brown sugar (158 cal.)	\$4.95 per person
Assorted Danish (240 - 360cal.)	\$23.00 per dozen
Seasonal fresh whole fruit (30 - 50 cal.)	\$1.55 per person
Assorted donuts (210 - 480 cal.)	\$26.70 per dozen
Fruit cups (60cal.)	\$4.50 per each
Donut holes with classic flavors of cinnamon sugar, chocolate espresso, and powdered sugar (180 - 190 cal.)	\$6.60 per dozen





BEVERAGES

Beverages are served bulk in dispensers and priced per person.

Cold Beverages

Unsweetened iced tea (120 cal.)	\$ 2.25
Lemonade (90 cal.)	\$ 3.00
Fruit punch (120 cal.)	\$ 2.20
Sparkling fruit punch (cal.)	\$ 2.65
Seasonal fruit-infused water station (0 cal.)	\$ 1.90
Iced water station (0 cal.)	\$ 0.80
Apple juice (140 cal.)	\$ 3.75
Cranberry juice (150 cal.)	\$ 3.75
Orange juice (150 cal.)	\$ 3.75
Blue Pitt punch (10 cal.)	\$ 2.85

Beverage Bar

Iced coffee bar (0-270 cal.)	\$ 4.95
Hot chocolate station, served with marshmallows, peppermint syrup, chocolate chips and whipped topping (0 -260 cal.)	\$ 4.95

Bottled and Canned Beverages

20 oz soda bottles assorted	\$ 3.05
20 oz water bottles	\$ 2.65
Bottled iced tea	\$ 2.25

Hot Beverages

Regular Coffee	\$2.65
Decaffeinated coffee (0 cal.)	\$2.65
Hot tea, assorted flavors (0 cal.)	\$2.10
Hot chocolate, seasonal (130cal.)	\$3.25

All Day Beverage Package

A la Carte – 6 hours of beverage service for your event, including coffee, regular and decaf, hot water with assorted tea and iced water	\$ 7.95
Add on – add additional beverage service to your event 6 hours of service – including coffee, regular and decaf, hot water with assorted tea and iced water	\$ 6.55

BREAK BITES *And* SWEET TREATS

Spicy whipped feta dip with house-made pita chips
(195 cal.) \$3.00 per person

French onion dip with house-made potato chips
(280 cal.) \$3.00 per person

Tortilla chips with tomato salsa and guacamole
(VG) (160 cal.) \$3.85 per person

Cheese board with crackers and fruit (160 cal.)
\$3.55 per person

Seasonal fruit display (35 cal.) **(VG)** \$3.00 per person

Seasonal vegetable display with ranch dip
(305 cal.) \$3.30 per person

Choice of spinach dip, jalapeno popper dip, street corn,
or buffalo chicken with tortilla chips
(150-520 cal.) \$3.75 per person

Popcorn trio (choose three) (150 cal.) \$2.65 per person
White cheddar Buttermilk ranch
Movie theatre butter Pitt popcorn

Boneless wing bites with your choice of mild buffalo,
Nashville hot, brown sugar barbecue, or sesame teriyaki
flavor (580-1050 cal.) \$2.20 per person

Mini beef Swedish meatballs with your choice of sauce:
basil pomodoro, Thai chili, classic BBQ, or Swedish (185-
260 cal.) \$1.35 per person

Warm soft pretzel bites, served with yellow mustard (170-
260 cal.) \$2.75 per person
Cheese dipping sauce (110cal.) \$0.55 per person

Assorted baked cookies (120 -130 cal.)
\$11.50 per dozen

Fudge brownies (190 cal.) \$13.85 per dozen

Dessert bars (250-520 cal.) \$21.00 per dozen
S'mores bar Blondie
Lemon bar Oreo

Cannoli dip with cinnamon chips (320 cal.) \$2.50 per
person

Rice cereal treats (220-430 cal.) \$24.20 per dozen

Cinnamon churros with chocolate (290 cal.)
\$20.00 per dozen

Individually bagged assorted (220-250 cal.)
\$27.95 per dozen

Individually wrapped granola bars, (200-290 cal.)
\$28.60 per dozen

Individually wrapped breakfast bars
\$41.95 per dozen

Fresh whole fruit (50-110 cal.) \$1.60 each

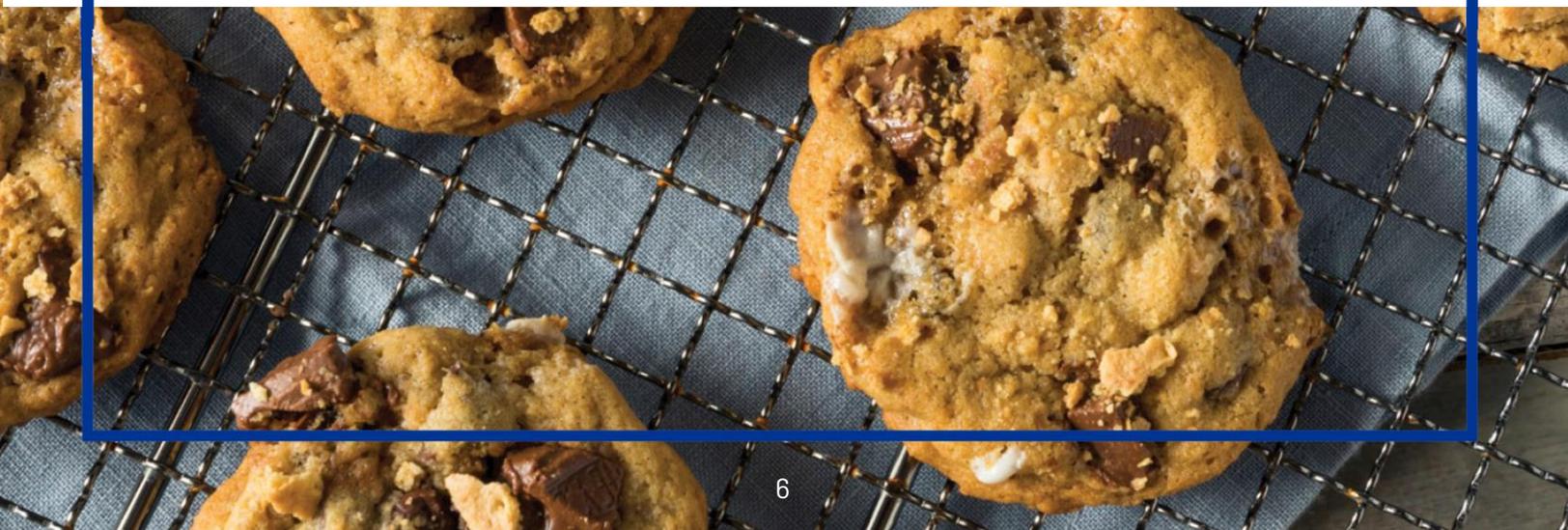
Cupcakes – chocolate or vanilla (130 cal.) \$26.50 per
dozen

Hail to Pitt

Pitt Popcorn, mixed with blue and gold chocolate gems
and yogurt pretzels (360cal.) \$2.75 per person

Blue and Gold cupcakes \$26.50 per dozen

Lemonade and Blue Pitt punch \$2.85 per person





Deli DELIGHTS

Classic Deli \$ 16.15 per person

Create your own deli sandwich with an assortment of artisan-baked breads, wraps, or avoiding gluten bread (available upon request). Sandwiches are served with house-made cookies (120-130 cal.) and a choice of one side. This classic buffet includes lettuce, tomatoes, onions, pickles, mayo, and mustard. Includes choice of iced tea (0 cal.), fruit punch (120 cal.), or lemonade (110 cal.) Includes water (0 cal.)

Choose three:

- Black Forest ham (120 cal.)
- Turkey (80 cal.)
- Genoa salami (290 cal.)
- Roast beef (75 cal.)
- Vegan chickpea tuna salad (170 cal.)
- Herb oil-marinated tofu (90 cal.) **(VG)**
- Tuna Salad (190 cal.)
- Roasted vegetables (50 cal.) **(VG)**

Choose two:

- American cheese (160 cal.)
- Swiss cheese (170 cal.)
- Provolone cheese (150 cal.)
- Cheddar cheese (170 cal.)
- Pepperjack cheese (150 cal.)

Choose one:

- Fresh fruit salad (60 cal.) **(VG)**
- House-made chips (cal.)
- Roasted potato salad (160 cal.)
- Macaroni salad (160 cal.)
- Fresh garden salad with Italian dressing and ranch dressing (180 cal.)
- Traditional Italian pasta salad (190 cal.)

Sliders

- (280-350 cal.)
- Bacon pickle chicken salad sandwich
- Hummus and veggie sandwich
- Lemon tuna salad sandwich
- Hot chicken sliders (ranch, BBQ, hot sauce), BBQ pulled pork, BBQ pulled chicken
- Chicken salad, turkey, ham

Artisan Sandwich Board \$17.50 per person

All artisan sandwiches are served on the chef's selection of fresh bread, assorted chips (220-250 cal.) and freshly baked cookies (120 - 130 cal.) Includes choice of iced tea (0 cal.), fruit punch (120 cal.), or lemonade (110 cal.) Includes water (0 cal.) Avoiding gluten bread is available upon request. Sandwich Board can be made into Boxed Lunches for \$17.75

Choose three:

- Classic turkey and cheddar with lettuce, tomato, and herb aioli (360 cal.)
- Black forest ham and Swiss cheese with honey mustard (580 cal.)
- Chicken Caesar wrap with tomatoes and Parmesan cheese (550 cal.)
- Mediterranean grilled chicken, sundried tomatoes, lettuce and hummus (830 cal.)
- Italian sub with ham, pepperoni, salami, provolone cheese, tomatoes, pepperoncini, and roasted red peppers (590 cal.)
- Broccoli and hummus wrap with roasted red peppers and cremini mushrooms (410 cal.) **(VG)**
- Roast beef with American cheese, lettuce, tomatoes, onions and horseradish aioli (450 cal.)

Choose one:

- Roasted potato salad (80 cal.) **(VG)**
- Fresh fruit salad (30 cal.) **(VG)**
- Fresh garden salad with Italian dressing and ranch dressing (180 cal.)
- Traditional Italian pasta salad (190 cal.)

Half Dozen \$14.95 | Dozen \$28.25

DELI *Continued*

Express Boxed Lunch \$14.60 per person

All lunches include whole fruit, assorted chips and house-made cookies. Served on a chef's selection of fresh bread or leafy greens wrap with 20 oz bottled water included (0 cal.)

Choose one:

Classic turkey and cheddar with lettuce, tomato, and herb aioli (360 cal.)

Black forest ham and Swiss cheese with honey mustard (580 cal.)

Roast beef with American cheese, lettuce, tomato and onions (550cal.)

Mediterranean grilled chicken sandwich served with sundried tomatoes, lettuce and hummus (830 cal.)

Tuna salad with lettuce and tomato (220cal.)

Broccoli and hummus wrap with roasted red peppers and cremini mushrooms (410 cal.)

Soup A La Carte \$4.15 per person

Chicken noodle (280 cal.)

Creamy loaded baked potato (260 cal.)

Broccoli cheddar (230 cal.) **(V)**

Vegetable garden (50 cal.) **(VG)**

Deli A La Carte Add-On

House-made chips (90 cal.)

\$2.05 per person

Roasted potato salad (200 cal.)

\$2.35 per person

Creamy coleslaw (160 cal.)

\$2.35 per person

Pasta salad (160-220 cal.)

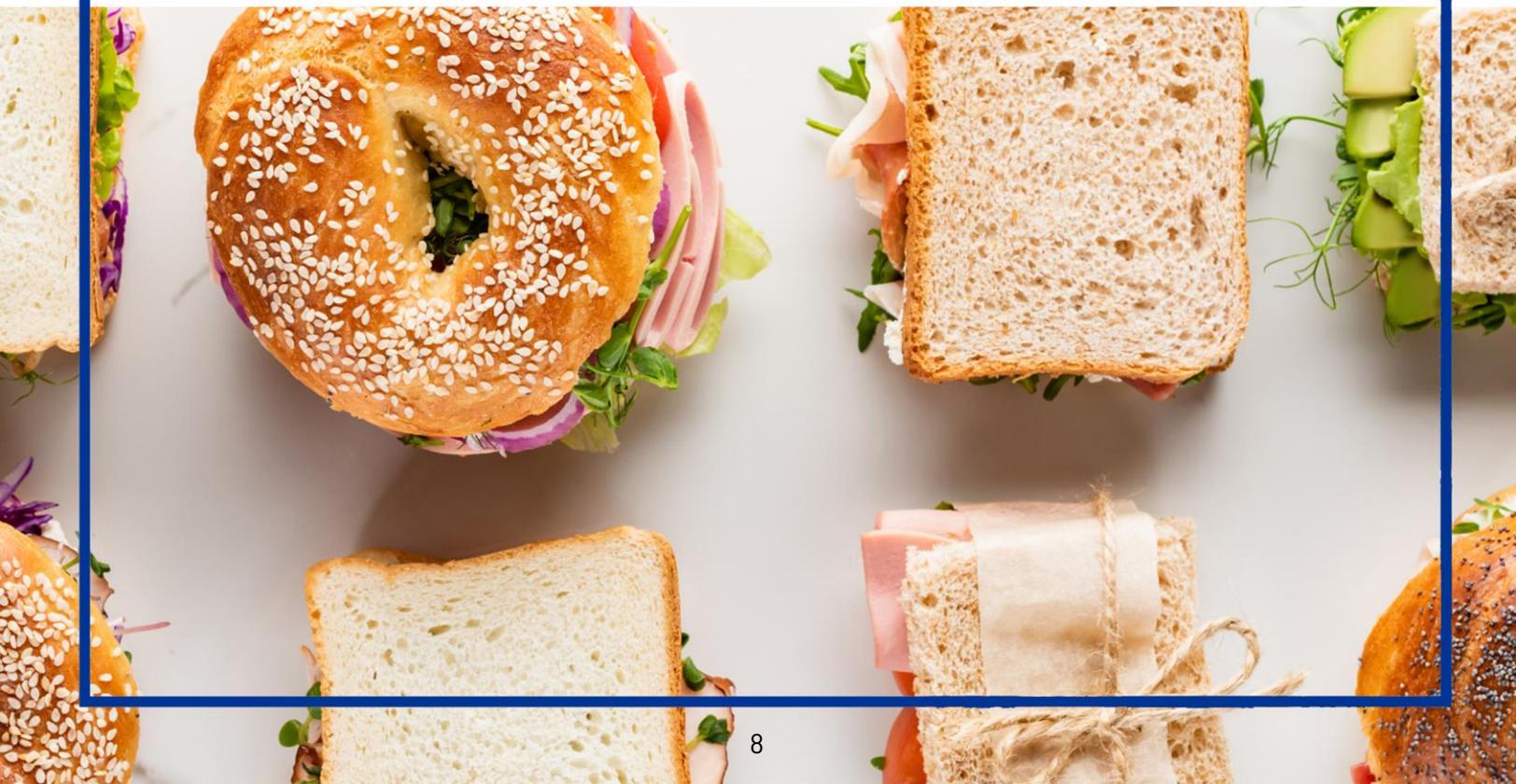
\$2.35 per person

Garden salad with ranch dressing and Italian dressing (50-180 cal.)

\$2.35 per person

VG | VEGAN ITEMS

V | VEGETARIAN ITEMS





LUNCH + DINNER *Buffets*

Taste of Italiano \$25.25 per person

Create your own classic Italian dish starting with a Caesar salad, Parmesan cheese, croutons, Caesar dressing, Parmesan herbed garlic bread, and sauteed green beans.

Served with cannoli dip and cinnamon chips. (210-410cal.) Includes choice of iced tea (0 cal.), fruit punch (120 cal.), or lemonade (110 cal.) Includes water (0 cal.)

Choose one:

- Penne marinara (240 cal.) **(VG)**
- Fettucine Alfredo (250 cal.)
- Farfalle with blush sauce (310 cal.)

Choose one:

- Crispy chicken Parmesan (200 cal.)
- Chicken Francese served with lemon butter sauce (600 cal.)
- Rosemary white balsamic grilled chicken served with tomato basil bruschetta (210 cal.)
- Pomodoro meatballs and fresh basil (410 cal.)

Homestead Harvest \$24.50 per person

Enjoy a delicious hearty meal served with dinner rolls and butter, garden salad with Italian and ranch dressing (130 cal.). Enjoy whipped mashed potatoes, sauteed green beans and brownies (200cal.). Includes choice of iced tea (0 cal.) fruit punch (120cal.), or lemonade (110 cal.)

Choose two:

- Herb-roasted chicken breast (250cal.)
- Beyond barbecue meatloaf (190 cal.)
- Grilled honey-glazed salmon (280-320cal.)
- Mushroom ravioli (241-400cal.)

- Upgrade to maple-brined carved turkey (230cal.)
\$4.15 per person
- Substitute mashed potatoes with a loaded baked potato bar (750 cal.) \$3.05 per person

Ballpark Buffet \$20.10 per person

Create your own classic ballpark plate with an assortment of buns, lettuce, tomatoes, pickles, onions, cheese, mustard, mayo and ketchup (0-210cal.) and fresh baked cookies (120-130 cal.) Includes choice of iced tea (0 cal.), fruit punch (120cal) or lemonade (110 cal.) Includes water (0 cal.)

Choose two:

- Traditional beef burgers (520 cal.)
- Vegan black bean burgers (310 cal.) **(VG)**
- Hot dogs (420 cal.)
- Grilled BBQ chicken breast (200 cal.)

Choose two:

- House-made chips (90 cal.)
- Roasted potato salad (200 cal.)
- Creamy coleslaw (160 cal.)
- Garden salad with ranch dressing and Italian dressing (50-180 cal.)

- Add macaroni and cheese (330cal.) \$2.50
- Add baked beans (300 cal.) \$2.50
- Add corn on the cob (120 al.) \$2.50

Southern Smokehouse \$21.75

Bring southern cuisine to the table with delicious brown sugar baked beans, creamy macaroni and cheese and classic coleslaw. Served with slider buns and cornbread with whipped butter, as well as freshly baked cookies and brownies (300-620cal.). Includes choice of iced tea (0 cal.), fruit punch (120 cal.), or lemonade (110 cal.)

Choose one:

- Pulled BBQ chicken (460 cal.)
- Smoked BBQ pork (470 cal.)
- BBQ PAOW (294 cal.) **(VG)**

**ALL LUNCH + DINNER
BUFFETS REQUIRE A MINIMUM OF 24 GUESTS**

Buffets CONTINUED

Taco Fiesta Bar

\$18.65 per person

Create your own taco fiesta with an assortment of flour tortillas (**VG**), corn tortillas (**VG**), Spanish rice (**VG**), spicy black beans (**VG**), shredded cheddar cheese, sour cream, Pico de Gallo, shredded lettuce, and cinnamon churros (390-940 cal.) Includes choice of iced tea (0 cal.), fruit punch (120 cal.) or lemonade (110 cal.) Includes water (0 cal.)
Add guacamole (45 cal.) \$1.40

Choose one:

Classic taco ground beef (230 cal.)
Citrus de pollo (570 cal.)
Grilled fajita vegetables (100 cal.) (**VG**) (**AG**)
Chorizo style tofu (150 cal.) (**VG**)



Pasta Station

\$23.95 per person

Let your guests build their own pasta dinner with choice of two pastas and two sauces. With two proteins and three toppings to finish off the perfect plate. Served with herbed garlic bread, parmesan cheese and Cannoli. Includes choice of iced tea (0 cal.), fruit punch (120 cal.) or lemonade (110 cal.) (310-450 cal.) Includes water (0 cal.)

Choose two:

Penne Rigate (180 cal.)
Farfalle (220 cal.)
Gemelli (180 cal.)
Chickpea penne (190 cal.)

Choose two:

Tomato basil marinara (30 cal.)
Parmesan alfredo (240 cal.)
Basil pesto (60 cal.)
Tomato blush sauce (130 cal.)

Choose two:

Garlic herb chicken breast (270 cal.)
Meatballs marinara (200 cal.)
Sweet Italian sausage and peppers (270 cal.)
Crispy tofu (260 al.)

Choose three:

Steamed broccoli (30 cal.)
Sauteed spinach (48 cal.)
Roasted garlic (15 cal.)
Asparagus tips (67 cal.)
Sauteed mushrooms (70 cal.)
Fire roasted bell peppers (10 cal.)
Grilled summer squash (48 cal.)
Roasted eggplant (60 cal.)
Sun dried tomatoes (10 cal.)

Asian Buffet

\$24.50 per person

Create your own plate of Asian classics with an assortment of teriyaki chicken, spicy Szechuan eggplant (**VG**), ginger garlic green beans (VG), and fortune cookies (180 - 380 cal.) Includes choice of iced tea (0 cal.), fruit punch (120 cal.) or lemonade (110 cal.) Includes water (0 cal.)

Choose one:

Steamed edamame dumplings with potsticker sauce (150 cal.)
Mini vegetable egg rolls served with sweet and sour sauce (350 cal.)

Choose one:

Vegetable fried rice (120 cal.) (**VG**)
Vegetable lo mein (340 cal.)

APPETIZER *Bars*

Each Platter Serves Up to 12 People

Hot Bar Appetizers

	1 piece per
Charred brussels sprouts with orange miso vinaigrette (240 cal.)(VG)(AG)	\$25.00
Pigs in a blanket with chipotle mayonnaise (150 cal.)	\$33.00
Pork belly bulgogi kabob with sweet Gochujang spicy mayo lettuce wrap (220 cal.)	\$28.05
Swedish meatballs (100 cal.)	\$23.60
Barbecue meatballs (100 cal.)	\$23.60
Bacon-wrapped scallop with sweet Thai chili barbecue glaze (70 cal.)(AG)	\$33.00
Classic cheeseburger sliders with bacon and cheddar (250 cal.)	\$46.20
Mini crab cakes with Cajun remoulade (130 cal.)	\$61.05
Crab Rangoon with sweet and sour sauce (90 cal.)	\$25.75
Vegetable egg rolls (150 cal.)(V)	\$14.65
Buffalo chicken sliders (260 cal.)	\$28.30
Grilled chili lime chicken quesadilla (210 cal.)	\$22.80
Pork al pastor with pineapple skewers (170 cal.)	\$38.75
Vegan samosas served with mint chutney (120 cal.)(VG)	\$41.50
Jackfruit "crabcake" with fennel slaw and vegan crema (190 cal.)(V)	\$29.15
Crispy baked Buffalo cauliflower (30 cal.)(V)	\$14.55
Spanakopita (160 cal.)(V)	\$22.00
Chicken Skewers with choice of sweet Thai chili, BBQ, Buffalo, honey mustard (300 cal.)	\$36.00
Potstickers: chicken, pork, or vegetable (325 - 395 cal.)	\$22.55
Mini cheese and potato pierogies, sauteed with butter and onions and served with sour cream (125 cal.)(V)	\$20.35
Sausage-stuffed mushroom caps (390 cal.)	\$30.85
Crab-stuffed mushroom caps (360 cal.)(AG)	\$45.50

VG | VEGAN ITEMS

V | VEGETARIAN ITEMS

AG | AVOIDING GLUTEN

APPETIZER *Bars*

Each Platter Serves Up to 12 People

Cold Bar Appetizers

Strawberry balsamic crostini with goat cheese (180 cal.)(V)	\$42.90
Heirloom tomato crostini (190 cal.)(V)	\$30.25
Beef tenderloin crostini with creamy horseradish and caramelized onions (250 cal.)	\$53.60
Prosciutto asparagus filo bites (100 cal.)	\$44.55
Goat cheese truffle with honey, cranberries and pecan on fig cracker (140 cal.)(V)	\$33.00
Caprese skewers with fresh mozzarella, and balsamic (120 cal.)(V)(AG)	\$20.90
Mini sesame tuna poke bowl (90 cal.)	\$58.30
Mezze skewer with feta, tomato, olives, and artichokes (340 cal.)(V)	\$39.05
Tortellini, pesto mozzarella, tomatoes and balsamic glaze (260 cal.)(V)	\$39.05
Chicken, bacon and ranch pinwheels (150 cal.)	\$30.25
Thai chicken lettuce wraps with spicy hoisin sauce (200 cal.)	\$26.95
Bacon pimento cheese deviled eggs (80 cal.)(AG)	\$13.75
Traditional deviled eggs (80 cal.)(V)(AG)	\$13.75
Loaded deviled eggs with bacon, sour cream and chives (80 - 120 cal.)(AG)	\$13.75
Korean devil eggs with kimchi, chili peppers and scallions (80 - 120 cal.)(V)	\$13.75
Ranch devil eggs with crispy potatoes and parsley (80-120 cal.)(V)(AG)	\$13.75
Shrimp cocktail (5-25 cal.)(AG)	\$66.50
Smoked salmon mousse on cucumber (149 cal.)(AG)	\$26.25
Smoked trout with tomato caper confit on crostini (150 cal.)	\$29.95



GRAZING TABLES + *Reception Stations*

Charcuterie Table

\$6.30 per person

Upscaled cheese and charcuterie option that include goat cheese, brie, blue, cheddar, prosciutto, salami, capicola, sliced baguette, crackers, mustard, honey, cornichons, dried fruits, fresh berries, and grapes (430-610 cal.)

Harvest Vegetable Table

\$8.50 per person

Includes roasted and raw seasonal vegetables (VG), house made ranch dressing, two flavors of hummus, fried pita bread triangles, grapes and berries (400-680 cal.)

VG | VEGAN ITEMS

V | VEGETARIAN ITEMS

AG | AVOIDING GLUTEN

Desserts

Cupcakes

\$26.50 per dozen

White, yellow, or chocolate.

Made with buttercream icing and topped with blue & gold sprinkles (220-300 cal.)

Classic 10" layer cake. Serves 16.

\$24.00 each

White, yellow, or chocolate.

Made with buttercream icing. (220-300 cal.)

Specialty 10" layer cake. Serves 16.

\$28.00 each

double chocolate, flourless torte, and many other flavors (inquire). (300-550 cal.)

Cheesecake. Serves 16.

\$37.50 each

Served with fresh berries. (550 cal.)

Fresh cream pies. Serves 8.

\$17.00 each

Boston cream, French silk, banana cream, lemon meringue, strawberries & cream, cookies & cream. (300-500 cal.)

Ice Cream Bar

\$7.15 per person

Includes vanilla and chocolate ice cream

Toppings: sprinkles, maraschino cherries, chocolate sauce, crushed Oreos, M&Ms and whipped cream

Freshly baked fruit pies. Serves 8.

\$19.00 each

Apple, Dutch apple, blueberry, cherry, peach, pecan, pumpkin, sweet potato. (300-500 cal.)



Bar SERVICES

Bartender for 4 hours	\$250 per bartender
Additional time (1 hour maximum)	\$45
Bar mixes (includes soda and juices)	\$2.75 per person
Bar relocation during an event	\$175

All bars are limited to a maximum of five hours of open bar time.

Alcohol is to be purchased by the client and delivered to the Living/Learning Center no later than one business day before the event. Any alcohol remaining after the event must be taken the same day. Please coordinate those arrangements with your Event Manager.

No outside bartenders are permitted.

Bottles or cans only. Common source containers, such as kegs, are not permitted.

The University of Pittsburgh at Johnstown and Chartwells follow all national, state, and local laws regarding the service of alcoholic beverages, and reserves the right to withhold the service of alcohol from any guest at any time.

POLICIES + Procedures

Planning Your Event

To ensure that your event is everything you envision and more, we kindly request that you book at least **seven business days in advance**. However, we understand that sometimes plans change unexpectedly, and we'll do our best to accommodate your needs.

Custom Menus

For a truly customized experience, such as custom menus and themes, we kindly request a **14-day notice** to allow for thoughtful menu planning and sourcing of the freshest ingredients.

Guest Counts

Your confirmed guest count is crucial for us to deliver impeccable service. Please provide us with the final count **three business days prior** to your event to ensure a seamless experience for all attendees.

Special Dietary Needs

Your guests' dietary preferences are important to us. Please inform us of any special dietary requirements as soon as possible and no later **than three business days prior** to your event. Our culinary team will work diligently to accommodate these needs.

Nutritional Information

For those who require it, additional nutritional information is available upon request.

Cancellation Policy

While we hope that cancellations won't be necessary, we understand that circumstances may arise. We kindly ask for at least five business days' notice for cancellations to avoid any charges. In the event of unforeseen cancellations, within three business days, billing will occur for 100% of the event unless the booking can be rescheduled within **48 hours**.

Service Ware and China

For your convenience, disposable service ware is provided for all orders to accommodate the guaranteed guest count. Should you desire china and glassware, these are available for an additional fee of \$3.50 per person. Service in the Student Union, Living/Learning Center, or Murtha Center has no charge.

Linens

We include tablecloths for all food and beverage service tables at your event at the following prices per linen:

Cloth Napkins (White or Black) \$1.00

Lap length 85" (White, black, blue, or yellow) \$10.00

Floor length rounds 120" (white) \$25.00

Banquet Linens, floor lengths 90" x 132" (white and black) \$15.75

Spandex 6" table covers (blue or yellow) \$6.50

Spandex high-top covers (black) \$10.00

Tablecloths and napkins come with the buffet menus. All other linens are charged based on the information above. Please inquire about sizing and any additional colors that could be offered. Specialty linens can also be arranged at market price.

Pricing

Pricing is available for 2025/2026 school year.

Chartwells

HIGHER ED