

CHARTWELLS CATERING GUIDE

**SOUTHEASTERN UNIVERSITY
LAKELAND, FL**

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Planning Information

Campus Catering

Welcome

Chartwells Catering is pleased to present our Catering Event Planning Guide. It is designed to assist you in planning special events and includes our most popular menu items. Our service capabilities range from simple coffee breaks to elegantly served receptions and dinners. Let us assist you in selecting one of our menus or in designing signature menus for your special occasion. Please call our Catering Office at (863) 667-5058. We look forward to serving you.

Room Reservations

There are many locations on the Southeastern University campus that can accommodate your group. The first step in planning a successful catered event is to check the availability of banquet facilities as soon as you have selected a date for your event. Once you have confirmed the location of your function, we will gladly work with you on your catering needs. Meeting and banquet space on campus is booked by either our catering department for Graves banquet rooms or the University Housing department (863)6675058, for other campus facilities. Inquire at your chosen location for a fee schedule as charges may apply when booking space. After you have secured your room and arrangement details have been completed and approved, the next step is to review this catering guide to determine the specific menu you desire. If you are planning an on campus event within three (3) weeks, please call us for assistance in menu planning to ensure the availability of menu items selected. If booking an on campus event with less than 72 business hours notice a fee of \$100 may be charged.

Creating Your Banquet Event Order (BEO)

Remember, close coordination with our staff will help ensure a great event. When scheduling services, Chartwells Catering will need the following information:

- Name of person, Address responsible for billing*
- Phone number*
- Contact Person*
- Location of the event*
- Date and Time of the event -Type of service required*
- Estimated number of guests -Purpose of event*
- Billing information:*

**** On campus department requires invoice address, University account number, and contact information*

****Off campus clients require mailing address and contact information and 50% deposit and the rest of the bill must be paid on day of the event.*

After you have contacted us concerning the nature of your event, our sales office will generate a BEO.

This contract will clearly state your requirements and our service intentions. Please be sure to review the BEO carefully. It will state all of the important information concerning your event. Sign and date the BEO and return it to our office or fax to (863) 665-6007. Changes may occur throughout your planning and our office will ask that you approve all changes by initialing subsequent BEO's.

Final Guest Guarantees

We request an estimated guest count three (3) weeks in advance if your event involves 200 people or more. This number should be within 25% of your final guarantee to ensure Chartwells Catering accommodates any special requests. Your bill for services is based on the guarantee or the actual number in attendance, whichever is greater. A guaranteed guest count is required three (3) full business days prior to your event. When a guaranteed count is not given, the estimated count will become the guarantee for which billing will be based.

Billing

On Campus (Departments):

For all SEU departmental events the following is required three (3) days before the event:

-A complete list of attendees for functions less than 9 guests

-The purpose of the function, e.g. why the event is being conducted.

Applicable Florida State taxes apply to all events that are not tax exempt.

Third Party Billing:

Groups or individuals that are paying with check or money order are required to pay a 50% deposit of the estimated bill two (2) weeks prior to the event. The remainder of the bill will be required the day of the event. All checks should be made payable to Chartwells Dining Services.

Service

You have the option of using either china service or high quality disposable service ware at your event. It is advised you inquire about the policy at your chosen location for service-ware restrictions. Service ware arrangements for most on campus venues should be made with our Catering Director. Where allowed, you may find disposable service desirable for certain events such as a delivery-set where it would be easier for your guests to keep their work area clear. Linen is provided for all tables requiring set-up. Additional linen and special linen requests, which may require an additional fee, should be arranged through our Catering Director. Table and chair arrangements for your event must be made through your venue contact. Chartwells Catering does not provide nor will be held responsible for providing tables and chairs. A diagram of the room arrangement for all events would be helpful. Please keep in mind that for served meals and buffets our labor is based on 8 guests per round table. If your

seating arrangements are outside this standard, please let us know. Special room arrangements for events may require an additional charge. This fee will be quoted at the time of booking.

Any special requests involving the set-up, decorations, or the menu should be arranged with Chartwells Catering no less than ten (10) business days prior to the event.

Service, Attendant, and China Charges

A 15% Service Charge will be added to all events held outside of the University campus. A \$35 Delivery Fee will be charged for each visit made by our staff should you require a beverage refresh or additional deliveries throughout the day. If the total food and beverage price of your event does not exceed \$150.00 there will be an additional \$25.00 delivery fee and \$25.00 set-up fee added to your contract. Events ending after 8:00 pm will be charged a \$75.00 “after-hours” fee. Attendants will be provided upon request for parties with sales less than the minimum at a rate of \$30.00 per attendant for an hour. Service charges are not assessed for set-up and breakdown; however, a special request for early set-up will be billed at \$15.00 per hour per attendant. China is available for dinner service at a \$1.95 per person and for receptions and/or beverage service at \$.75 per person. Disposable service is offered at no additional charge.

****Please note, an additional 7% state sales tax is not included in the price.*

Express Service

Picking up your smaller event is a way for you to cut costs such as the delivery and set-up fee. Chartwells Catering may be picked-up at Graves’s building. Please speak with our Catering Director for more information on pick-up locations.

Service Tips

Please select one entrée for served meals. With three (3) working days’ notice we will provide entrees to fulfill vegetarian or special dietary needs of your guests. Please let us know specific dietary needs of individual guests. When ordering a variety of boxed meals for a given event, we request a minimum of six (6) of each selection; however, vegetarian requests are excluded from this policy.

Cancellations

We require a minimum of three (3) business day’s notice in the event of cancellation. A cancellation fee of 50% of the total contracted price will apply to any cancellation with less than three (3) business days and the full charge applies to cancellations made within twenty-four hours of the event.

Non-Consumed Food

For the health and safety of your guests, Chartwells Catering will remove all food remaining from your event at the time of pick-up. No food will be allowed to leave catering event, nor will food be transferred between events.

Furnishings

Chartwells Catering does not furnish tables and chairs for catered functions on campus unless in Graves building. If these items are not available through your chosen site, they may be acquired from Facilities Services or from an outside source for a fee. Chartwells Catering is not responsible for room set-up or break-down. Failure to provide proper event set-up may result in the delay of timely event execution and result in additional labor charges.

Floral Service and Decorations

Floral arrangements can be provided at an additional charge.

Chartwells Catering Contact Information

Campus Catering

Catering Manager: Joshua Henson

Office (863) 667-5058

*Email: jlhenson@seuniversity.edu or
chartwellscatering@seuniversity.edu*

Breakfast Buffets

The Continental (minimum of 25 guests)

Choice of chilled juices, Seasonal fruits, Assorted Muffins and Assorted Danish, Creamery butter, jams and hot coffee.

\$7.95

The Continental Supreme (minimum of 25 guests)

Choice of chilled juices, freshly baked breakfast pastries, assorted bagels, medley of fresh seasonal fruit, assorted yogurts, creamery butter, jams and cream cheese, coffee and decaf.

\$9.95

Chartwells Breakfast Buffet (minimum of 50 guests)

Choice of chilled juices, fluffy scrambled eggs, crisp bacon or sausage links, home fried potatoes, grits, medley of fresh seasonal fruit, homemade buttermilk biscuits with gravy, assorted homemade breakfast pastries, coffee and decaf.

\$10.95

Add Pancakes for \$1.00

All breakfast buffets are priced per person.

Served Breakfasts

Please contact Chartwells Catering to discuss menu and pricing options.

Lunch Buffets

(Minimum 35 guests)

Pasta Buffet

Choose one Pasta Entrée, One Side item, one vegetable.

Meat lasagna, Cheese Lasagna, Baked Ziti, Tortellini Primavera, Fettuccini Alfredo with Chicken and Broccoli, Bowtie pasta with Chicken and Sundries Tomato Pesto, Eggplant Parmesan.

\$13.95

One Meat Entrée Buffets

Choose one meat Entrée, One side item, one vegetable.

Grilled Italian Chicken breast, Pesto Alfredo Chicken, Chicken parmesan, BBQ Chicken, Chicken Florentine, Chicken Piccata, Oven roasted turkey with Gravy, Sliced Hawaiian Ham, Sliced Roast Beef and gravy, Blackened Catfish, Teriyaki Glazed Pork Loin.

\$15.95

One Meat and One Pasta Buffet

Choose one meat Entrée and one Pasta Entrée, One side item, One vegetable.

\$16.95

Two Meat Entrée Buffets

Choose Two Meat Entrée, One side item, one vegetable.

\$19.95

*All lunch buffets are priced per person and include house salad (or Caesar for \$1.59), Bread rolls, Choice of house dessert, tea and coffee. **A minimum of 35 guests is required. An extra flat charge of \$50 will be added to groups smaller than 35 people***

Side Items

Rosemary Roasted Potatoes, Red Potatoes with parsley and garlic Butter, Baked Potatoes, Scalloped potatoes, mashed Potatoes, garlic Mashed Potatoes, Sweet Potato Casserole, Cheddar Mashed Potatoes, Wild rice Pilaf, Steamed long Grain Basmati Rice, Red Beans and Rice, Spaghetti Marinara, Baby Carrots, Green Beans Almandine, Fried Okra, Steamed Broccoli, Buttered Corn, Zucchini and Squash, Chefs Choice of vegetables.

Set Buffets (Minimum 35 people)

Southern Cooking

Southern Fried Chicken served with Mashed Potatoes and Gravy, Collard Greens, Bourbon Baked Beans, and Steamed Carrots.

\$15.95

Cookout Lunch

Hamburgers, hot dogs, and BBQ chicken served with baked beans, corn on the cob, potato salad, cole slaw, and condiments. Pulled Pork or Fried Chicken may be substituted for the Hamburgers for an additional \$3.00 a person.

\$16.95

Served Lunch

(Minimum 15 people)

Grilled Chicken Breast

Chicken served on a bed of garden fresh sweet greens tossed in lite balsamic vinaigrette, topped with feta cheese, kalamata olives, cherry tomatoes, slices cucumber and red onion rings.

\$14.95

Jumbo Shrimp

Five shrimp in a light scampi sauce, topped with capers, roma and fresh parsley on a bed of fettuccini or angel hair pasta.

\$19.95

Grilled Mahi-Mahi

Fish topped with mango salsa, and served with wild rice pilaf and squash medley.

\$18.95

Grilled Tenderloin of Beef

Six ounce filet served on a bed on caramelized onion mashed potatoes, topped with bordelaise sauce with a side of fresh braised spinach.

\$ 21.95

Deli Buffet

Assorted meats, cheeses and condiments (smoked turkey breast, ham, roast beef, cheddar, swiss & provolone lettuce, tomato, onion, pickles, mustard & mayonnaise) served with pasta or potato salads, potato chips, cookies or brownies and assorted beverages .

\$10.95

California Lite

Veggie wrap, fresh fruit bowl, tortellini salad with balsamic vinaigrette and shaved parmesan cheese, and yogurt bowl.

\$9.95

Fajita bar

Chicken or beef strips cooked with peppers and onions, served with black beans and spanish rice on a soft flour tortilla. Toppings include shredded lettuce, diced tomatoes, black olives, sliced jalapeños, shredded cheddar cheese, sour cream, guacamole and chunky salsa.

\$14.95

Boxed Lunches

Traditional Selections

Traditional meat sandwiches served with fresh lettuce, tomato, and onion includes your choice of ham and cheddar on white, smoked turkey and Swiss on whole wheat, or roast beef and provolone served on a Sesame seed Bun.

\$9.95

The Portobello

Portobello on foccacia with fire roasted red peppers, fresh tomatoes and provolone served with a cilantro aioli.

\$9.95

The Southeasterner

Flaky croissant filled with our famous chicken salad.

\$9.95

Monterrey Chicken Wrap

Fried chicken tenders with lettuce and tomato wrapped into a tortilla and served with a Monterrey ranch sauce.

\$9.95

Chicken Caesar Wrap

Grilled chicken strips and classic Caesar salad wrapped in a tortilla.

\$9.95

Turkey Club Croissant

Sliced turkey breast on a fresh croissant and topped with bacon, cheese, lettuce, and tomato.

\$8.95

All boxed meals include appropriate condiments and utensils and are served with chef's choice of fresh seasonal fruit, potato chips, and cookie. Boxed meals are served with your choice of soda, juice, or bottled water.

Served Dinners

All Dinners are priced per person and include House salad, fresh baked rolls and choice of house dessert, tea and coffee. Our Chef will choose appropriate vegetables and starches to accompany your meal.

A minimum of 25 guests is required

Pasta Dinners

Fettuccine Primavera

Egg & spinach fettuccine tossed with a light parmesan cream sauce & garden fresh vegetables.

\$14.95

Penne Arriabiatta

Fresh egg penne tossed with a slightly spicy, chunky tomato sauce, topped with fresh sliced mozzarella and garden fresh sweet Basil

\$14.95

Vegetable Bow Tie

Bow tie pasta combined with roasted garlic, sun dried tomatoes, fresh Portobello and herbs in olive oil, topped with grated parmesan.

\$14.95

Grilled chicken breast may be added to any pasta, for an additional \$3.15 per person.

Grilled shrimp may be added for an additional \$5.25 per person.

Chicken Dinners

Stuffed Chicken Breast

(Select one of the following):

Wild rice, dried cranberries and nuts, Feta and Spinach, Spinach, Mushrooms and Mozzarella, Goat cheese and Sun dried Tomato Pesto

\$16.95

Marinated, Grilled Chicken Breast

Seasoned and grilled or blackened. Served with one of the following sauces: pesto cream sauce, spicy fruit salsa, black bean and corn salsa, sun dried tomato sauce

\$16.95

Sesame Encrusted Chicken

Boneless chicken breast marinated in Teriyaki Sauce, encrusted in sesame seeds & Seared with Steam Jasmine Rice and Sweet honey ginger sauce.

\$16.95

Seafood Dinners

New England Crab Cakes

Pan seared jumbo lump crab cakes served with a Sherry cream sauce.

\$24.95

Braised Yellow Fin Tuna Steaks (Served Medium rare)

Served with Wasabi Mashed Potatoes.

\$22.95

Herb Encrusted Salmon

Stuffed with Creamed Spinach, then oven baked & served with Tomato Jam.

\$22.95

Grilled Swordfish Fillet

Served with Macadamia nut butter.

\$23.95

Stuffed Baby Flounder

Boneless filet of flounder stuffed with shrimp, & crabmeat, oven roasted and finished with a Key Lime Riesling Beurre Blanc.

\$24.95

Lobster Tail

please check for price and availability

NOTE: The seafood prices are approximate. Due to the seasonal nature of seafood, price & availability will vary. We will be able to give you an exact quote as we plan your event.

Pork Dinners

Caribbean Pork Tenderloin

Dry rubbed with Caribbean jerk spices slow roasted and served with sweet Pineapple-mango salsa.

\$17.95

Stuffed Pork loin

Served with dry fruit stuffing, served with roasted fennel demi glaze

\$17.95

New Zealand Lamb Chop

Horseradish crusted lamb chop served with cabernet sauvignon reduction.

\$28.95

Beef Dinners

Marinated Sirloin

8oz. Marinated, then grilled & served with Maitre de Butter

\$21.95

Dry Spice Rubbed NY Strip

8oz. NY Strip Steak grilled & served with a Caramelizes Onions.

\$21.95

Filet Mignon

8 oz. grilled filet topped with Twin sauces: classic Béarnaise and demi-glace.

Or

8 oz. marinated in fresh herbs and slow roasted served on a bed of Pureed Potatoes and topped with roasted garlic red zinfandel reduction.

\$29.95

Surf & Turf

6oz. grilled filet accompanied by four jumbo gulf tiger prawns.

\$36.95

Dinner Buffets

*All dinner buffets are priced per person and include choice of one salad, one starch, one vegetable, one entree, and homemade bread, choice of house dessert, tea and coffee. A minimum of 35 guests is required. Additional entrées may be added to your buffet for the guaranteed number of guests in attendance. *** Signifies price added per person when used as the second entree*

Entrée

Chicken

Marinated, grilled Chicken Breast

\$15.95

*** **\$3.95**

Chicken Parmesan

\$15.95

*** **\$3.95**

Stir Fry Chicken

\$15.95

*** **\$3.95**

Sesame-seed encrusted Chicken Breast

\$15.95

*** **\$3.95**

Chili Lime Chicken with cilantro salsa

\$15.95

*** **\$3.95**

Jamaican Jerk Chicken

\$15.95

*** **\$3.95**

Curried Chicken

\$15.95

*** **\$3.95**

Chicken breast stuffed w/artichokes, bacon, & leeks

\$16.95

*** \$3.95

Beef

Beef Stir-Fry

\$16.95

*** \$4.95

Marinated Sirloin Steak

\$21.95

*** \$9.95

Beef Filets

\$29.95

*** \$10.95

Grilled NY Strip

\$21.95

*** \$9.95

Pork

Marinated Pork Loin

\$15.95

\$3.95

Barbecued Pork Chops

\$17.95

\$3.95

Smoked Pork Loin

\$16.95

\$3.95

Pork Stir-Fry

\$14.95

\$3.95

Pasta

Fettuccine Primavera

\$14.95

\$3.49

Pesto Tortellini

\$14.95

\$3.95

Classic Cheese Lasagna

\$14.95

***\$4.95

Beef Lasagna
\$15.95
*****\$4.95**

Seafood

Blackened Catfish or fried catfish
\$ 13.95
Flounder stuffed with crab meat
\$17.95
\$5.95
Crab Cakes
\$19.75
\$6.95

Grilled Salmon
\$21.95
\$7.95
Coconut Marinated Swordfish
\$22.95
\$9.90
Grilled Tuna
\$22.95
\$10.95

NOTE: The seafood prices are approximate. Due to the seasonal nature of seafood, price & availability will vary. We will be able to give you an exact quote as we plan your event. All buffets are based on one entrée per person.

**** Signifies price added per person when used as the second entree*

Additional Carved Buffet Entrees

Top Round of Beef
\$7.95

Honey Baked Ham
\$5.95

Turkey Breast
\$7.95

Beef Tenderloin
\$13.95

Pork Loin
\$7.95

Salads

*Mesculun baby greens with Tomato, cucumber and onions, Caesar Salad
Roma Tomato and Cucumber, Green Bean Salad with creamy poppy seed dressing
Spinach salad with warm bacon dressing, Black Bean, Charred corn and three pepper
salad*

Vegetables: (Choose any one)

*Steamed broccoli, Green peas with mushrooms, Pencil Asparagus, Whole green beans,
Glazed carrots, Baked acorn squash, Corn Cobbett's, Snow peas, Baked spaghetti
squash, Squash casserole, Fresh vegetable medley, Grilled veggies, Stir Fry vegetables,
Zucchini Provencale and Creamy Spinach.*

Starches: (choice any one)

*Baked potatoes, Wild Rice Pilaf, Stuffed potatoes, Rice pilaf, Mediterranean Couscous,
Creamy garlic Risotto, Herbed mashed potatoes, Macaroni and cheese, Cheddar mashed
potatoes, Caramelized Onion Mashed Potatoes, Red Beans and Rice, Garlic mashed
potatoes, Scalloped Potatoes, Vegetable pilaf, Vegetable Biryani*

House Desserts

Served Desserts:

*Carrot Cake
Black forest Cake
N.Y. Cheesecake with Fruit Topping
Lemon Cake
Caramel Cheese Cake
Tuxedo bomb
Chocolate Ribbon Cake*

Buffet Desserts:

Assorted Cheesecake (ask for details)

Carrot Cake

Apple Crisp Cake

Black forest Cake

N.Y. Cheesecake with Fruit Topping

Lemon Cake

Caramel Cheese Cake

Tiramisu

Hors D' oeuvres

Receptions held in Lake Holloway Room include Tropical Punch, China Service. Drop off Receptions held on Campus include assorted beverages, Plasticware: Service staff is not included

Receptions # 1

(Minimum of 35 Guests)

Choose Two Cold Appetizers, Two Hot appetizers, Choose One Dessert

\$19.95

Receptions # 2

(Minimum of 35 Guests)

Choose Two Cold Appetizers, three Hot appetizers, Choose Two Dessert.

\$23.95

Cold Hors d' oeuvres

Assorted Canapés, Humus with Pita, Antipasto, Cherry Tomatoes Filled with Chicken Salad, Vegetable Crudités, Fresh Fruit Platter, Cheese and Crackers, Chips and Salsa.

Hot Hors d' oeuvres:

Petite Quiche, Chicken Tenders w/ BBQ sauce, Chicken Drummettes w/ honey mustard, Miniature Egg Rolls with Sweet Soy, Spanakopita, Spinach and Artichoke Dip w/ Crackers, Sesame Chicken Tenders, Smoked BBQ Chicken Wing, Swedish Meatballs or BBQ meat balls, Pork pot stickers.
Jumbo Shrimp Cocktail available at market price.

Desserts:

Cookies, Brownies, Mini Cheese cake and petit fors

Set Receptions
(Minimum of 35 guests is required)

Riviera Beach

Vegetable Crudités with dip, selection of domestic and imported cheeses and crackers, mini egg rolls with plum sauce, chicken tenders with honey mustard dip & assorted beverages

\$22.95 per person**

West Palm Beach

Variety of domestic and imported cheeses, sliced fresh baguette, crackers & fresh fruit, crudités with dip, baked brie with brown sugar and pecans, chicken satays, mini spring rolls with plum sauce, Swedish meatballs, & assorted beverages.

\$24.95 per person**

South Beach

Smoked salmon with cream cheese on Belgian endive, crudités with dip, selection of domestic & imported cheeses, sliced fresh baguettes, crackers & fresh fruit, baked brie in puff pastry with raspberry preserves & mustard, spanakopita, beef satays, & assorted beverages.

\$29.95 per person**

Panama Beach

Jumbo Shrimp Cocktail, Spankopita, Teriyaki Glazed Beef and Chicken tenders, Assorted Cheese tray, Hummus and Pita dip and assorted beverages

\$34.95 per person

****Shrimp Cocktail can be added for an additional charge.**

Assorted Cookies and Punch

\$3.95 per person

Ice Cream Sundae bar

*Served with Choice of two flavored ice creams and assorted topping to include Chopped
peanuts, maraschino Cherries, Sprinkles, Whipped Cream, Chocolate*

Syrup and caramel syrup

\$9.95 per person

Cheese, Fruit, and Crudités:

Serves Domestic Cheese Imported Cheese Combination Fruit Crudités

Approximately may include: may include: selection of with

Cheddar, Swiss, Gouda, Gruyere, Domestic & Dip

Pepper-Jack Gorgonzola, Saga Imported Cheeses

<i>15-20 people</i>	<i>tray \$65</i>
<i>20-40 people</i>	<i>tray \$85</i>
<i>40-80 people</i>	<i>tray \$145</i>
<i>80-120people</i>	<i>tray \$185</i>

From the Bakeshop
Cookies, Bars, and Brownies
Minimum order of 2 dozen per item

Fresh Baked Cookies
\$12.95 per dozen

Brownies
\$12.95 per dozen

Confectionaries
\$23.95 per dozen

Selections include Chocolate Éclairs, Mini Cheesecake, Assorted Truffles, Chocolate-Dipped Strawberries, and Cream Puffs. Other selections available upon request.

Cakes are prepared with your choice of filling and icing and decorated to your liking.

9" Round
\$17.95

½ Sheet
\$ 60.00

Full Sheet
\$95.50

Display Cooking Stations

Add flair and excitement to your event with a display cooking station. Our Sales Coordinator will be happy to discuss menu options suited for this type of service.

Beverages

All beverage service includes appropriate condiments and service-ware. Selections available by each and per person.

<i>Coffee (regular and decaffeinated)</i>	<i>\$1.25 per person</i>
<i>Fruit Juice (orange, apple, grape, cranberry)</i>	<i>\$1.75 per person</i>
<i>Iced Tea</i>	<i>\$1.50 per person</i>
<i>Punch</i>	<i>\$1.50 per person</i>
<i>Hot Tea</i>	<i>\$1.50 per person</i>
<i>Hot Spiced Cider</i>	<i>\$1.50 per person</i>
<i>Hot Chocolate</i>	<i>\$1.50 per person</i>
<i>Sparkling Cranberry Punch</i>	<i>\$1.50 per person</i>
<i>Fruit Punch</i>	<i>\$1.50 per person</i>
<i>Water</i>	<i>\$1.50 per person</i>

Notes