



In Style Catering has an exceptionally experienced staff that is dedicated to fulfilling your every catering request. Our premium “In Style” service includes china, silverware and stemware with linen cloths and napkins on buffet and guest tables. “In Style” also includes your choice of buffet or plated service.

**Catering by
CHARTWELLS**

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) 667-5092. 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 the University Housing department (863)667-5068. 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, 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

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

An 18% 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.

****Please note that 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 Tuscana Ristorante. 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.

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 Tuscana Ristorante Banquet salons. 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: Kevin Nazzaro

Office (863) 667-5092

Email: kdnazzaro@seuniversity.edu

chartwellscatering@seuniversity.edu

Breakfast Buffets

Includes buffet linen, china and stemware. Additional table linens can be requested at a charge of \$7.00 each.

The Continental (minimum of 25 guests)

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

\$10.95*

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, signature coffee and decaf.

\$11.95*

Chartwells Breakfast Buffet (minimum of 50 guests)

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

\$13.95*

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)

Includes house salad, bread rolls and choice of two accompaniments, house dessert, iced tea and coffee. Includes buffet linen, china and stemware.

Deli Buffet

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

\$13.95

Pasta Buffet

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

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

\$16.95*

* Chicken may be added for an additional \$2.00 per person

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 Pan Sauce, Sliced Hawaiian Ham, Sliced Roast Beef and Pan Sauce, Blackened Catfish, Teriyaki Glazed Pork Loin.

\$18.95*

Southern Cooking

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

\$18.95

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.

\$18.95

Accompaniments *Choose two*

Rosemary Roasted Potatoes, Au Gratin Potatoes, Mashed Potatoes, Garlic Mashed Potatoes, Sweet Potato Casserole, Cheddar Mashed Potatoes, Wild rice Pilaf,, New Orleans Style Red Beans and Rice, Spaghetti Marinara, Baby Carrots, Green Beans Almandine, Fried Okra, Steamed Broccoli, Buttered Corn, Zucchini and Squash, or let the Chef choose a vegetable.

Served Lunch

(Minimum 15 people)

Includes house salad, bread rolls and choice of two accompaniments, house dessert, iced tea and coffee. Includes buffet linen, china and stemware.

California Plate

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

\$11.95

Grilled Chicken Breast

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

\$16.95

Jumbo Shrimp

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

\$21.95

Grilled Mahi-Mahi

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

\$22.95

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.

Market Price

Served Dinners

(A minimum of 25 guests is required)

Includes house salad, bread rolls and choice of two accompaniments, house dessert, iced tea and coffee. Includes buffet linen, china and stemware.

Pasta Dinners

Vegetable Farfalle

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

\$14.95

Fettuccine Primavera

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

\$15.95

Penne Arrabbiata

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

\$15.95

Chicken Dinners

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

\$18.95

Sesame Encrusted Chicken

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

\$19.95

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

\$21.95

Seafood Dinners

Braised Yellow Fin Tuna Steaks

(Served Medium rare)

Served with Wasabi Mashed Potatoes.

\$24.95

Herb Encrusted Salmon

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

\$24.95

New England Crab Cakes

Pan seared jumbo lump crab cakes served with an aioli sauce.

\$25.95

Stuffed Baby Flounder

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

\$25.95

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.

\$18.95

Stuffed Pork loin

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

\$19.95

New Zealand Lamb Chop

Horseradish crusted lamb chop served with a merlot fig reduction.

\$31.95

Beef Dinners

Marinated Sirloin

10oz. Marinated, then grilled & served with Maitre de Butter

\$25.95

Dry Spice Rubbed NY Strip

10oz. NY Strip Steak grilled & served with a Caramelized Onions.

\$25.95

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.

\$36.95

Land & Sea

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

\$39.95

Dinner Buffets

Includes house salad, bread rolls and choice of two accompaniments, house dessert, iced tea and coffee. Includes buffet linen, china and stemware.

Chicken

Marinated, grilled Chicken Breast

\$19.95

Chicken Parmesan

\$19.95

Sesame-seed encrusted Chicken Breast

\$19.95

Chili Lime Chicken with cilantro salsa

\$19.95

Beef

Fire Grilled Rib Eye
\$24.95

Grilled NY Strip
\$24.95

Beef Filets
\$33.95

Pork

Marinated Pork Loin
\$16.95

Smoked Pork Loin
\$17.95

Pasta

Fettuccine Primavera
\$15.95

Pesto Tortellini
\$15.95

Classic Cheese Lasagna
\$16.95

Seafood

Flounder stuffed with crab meat
\$19.95

Crab Cakes
\$22.95

Grilled Salmon
\$22.95

Grilled Tuna
\$23.95

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.

Additional Carved Buffet Entrees

Honey Baked Ham
\$6.95

Top Round of Beef
\$9.95

Pork Loin
\$9.95

Turkey Breast
\$10.95

Beef Tenderloin
\$19.95

Accompaniments *choose two*

Rosemary Roasted Potatoes, Au Gratin Potatoes, Mashed Potatoes, Garlic Mashed Potatoes, Sweet Potato Casserole, Cheddar Mashed Potatoes, Wild rice Pilaf,, New Orleans Style Red Beans and Rice, Spaghetti Marinara, Baby Carrots, Green Beans Almandine, Fried Okra, Steamed Broccoli, Buttered Corn, Zucchini and Squash, or let the Chef choose a vegetable.

House Desserts

Served Desserts:

Carrot Cake
Black forest Cake
N.Y. Cheesecake
Lemon Cake
Tuxedo bomb
Chocolate Cake

Buffet Desserts:

Assorted Cheesecake (ask for details)
Carrot Cake
Black forest Cake
N.Y. Cheesecake
Lemon Cake
Tiramisu

Hors D'oeuvres

Receptions held in Tuscana Ristorante include Tropical Punch or assorted cold beverages and China Service. Drop off Receptions held on Campus include assorted beverages, Plastic ware: Service staff is not included

Receptions # 1

(Minimum of 35 Guests)

Choose Two Cold Appetizers, Two Hot appetizers, Choose One Dessert
\$22.95

Receptions # 2

(Minimum of 35 Guests)

Choose Two Cold Appetizers, three Hot appetizers, Choose One Dessert.
\$25.95

Cold Hors d' oeuvres

Assorted Canapés, Humus with Pita, Antipasto, Vegetable Crudités, Fresh Fruit Platter, Cheese and Crackers, Chips and Salsa.

Hot Hors d' oeuvres

*Petite Quiche, Chicken Tenders w/ BBQ sauce, Chicken drumettes 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, Chocolate cake or 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

\$24.95 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 pecan , chicken Satay, mini spring rolls with plum sauce, Swedish meatballs, & assorted beverages.

\$26.95 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.

\$31.95 per person**

Panama Beach

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

\$35.95 per person

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

In addition

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 \$85</i>
<i>20-40 people</i>	<i>tray \$105</i>
<i>40-80 people</i>	<i>tray \$165</i>
<i>80-120 people</i>	<i>tray \$215</i>

From the Bakeshop

Cookies, Bars, and Brownies **Minimum order of 2 dozen per item**

Fresh Baked Cookies
\$9.95 per dozen

Brownies
\$9.95 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

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

9" Round
\$21.95

½ Sheet
\$ 85.00

Full Sheet
\$130

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.

<i>Coffee (regular and decaffeinated)</i>	<i>\$1.50 per person</i>
<i>Fruit Juice (orange, apple, grape, cranberry)</i>	<i>\$1.85 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>

