Policies and Procedures for Catering and Alcohol

For menus and event scheduling
Plans for catered events should be made at least 10 business days prior to the date of your event. All catering requests must be presented to Event Services Office. Catering requests will not be honored until appropriate paper work has been processed. When planning your event, please provide the number of guests and complete menu. If your selection has choices please provide your choices at the time of reservation. The more time you allow for your catering request, the better Dining Services can execute your event.

- All catering requests and/or cancellations must be made within normal operating hours.
  Hours of operation are:
- **8am to 4:30pm Monday - Friday**
  Beyond these hours, cancellations and/or requests will be processed the next business day.

Cancellations
To ensure that you are not charged for your cancelled event, all notices must be received within 3 business days to the Event Services Office, via email; you should receive a confirmation of cancellation. Please do not cancel an event by voice mail or through Dining Services. If cancellations are received after the 3 business day notice, your group will be responsible for all charges listed. Charges will not be incurred if the university is closed due to weather conditions.

Services
All services listed in this menu are offered as self-serve buffets with paper tablecloths for the buffet table, paper supplies and plastic ware (unless otherwise noted). Additional services, including servers, linens, china or glassware, are available upon request and with additional costs. Bases on the needs of an event, Dining Services may require an attendant- $18.00 per hour per server during regular business hours; $24.00 per hour per server beyond normal operating hours.

- Prices of menus are based on availability or fluctuation in the market. Please refer to online prices for these current updates.
- All catering requests from coffee service to Starbucks to served meals must come thru the Event Services Office. Requests made thru Starbucks or Dining Services will not be honored until all paper work has been processed correctly and completely through the Event Services office.
- All changes or adjustments to counts are welcome until 2 business days prior to your event. Changes and Bookings made less then 2 business days will cost a $25.00 late fee.
**Deliveries**

All disposable paper events not held within the Camden Campus Center will require a $40.00 delivery/set up fee. **Clean up is the responsibility of the client.** All hot foods requiring thermal trucks and chafing pans will also incur a $10.00 equipment pickup. During equipment pickup the removal of all perishable left over food will occur due to liabilities issues. Pickups will begin ½ hour after contracted ending time. If this time frame is inconvenient please call 1 hour prior to pickup.

Any event held within the Camden Campus Center will only require a $20.00 food and beverage set up fee.

**Equipment**

Equipment delivered with catering to events not attended by Dining Staff must be secured by the customer. Equipment should be left at the same site it was delivered. Missing equipment will be charged to the responsible party.

**Alcoholic Beverage guidelines and regulations**

In accordance with existing laws of the State of New Jersey, no one under the age of 21 years of age will be served or sold alcoholic beverage. Any event which serves alcohol must have a server present to check ID and serve alcohol. Alcoholic beverages maybe purchased, retail, for a client and delivered to the event. This will be a pass thru charge which will be reflected on the final billing. A corkage fee of $2.00/person will be assessed for alcohol service.

**Additional Services**

Rutgers University Catering @ Camden is dedicated to making your event planning as stress free as possible. Flower arrangements, specialty linens, rental equipment and decorations are available at an additional charge. Please speak with your Event Coordinator for selections and pricing at:

**Events services Office**

reserve@camden.rutgers.edu

856-225-6162
China & Linen Services

Buffet Tables - White Linen top with choice of skirt color $20.00/ 8 ft. Table
Round Table- White 90 “ Round $5.00 / 64” Table
Round Table- White 120” Round $8.00/ 72” Table
Round Cocktail White 62”x62” $4.00/ 30” Table

Napkins – 50 cents each  (color selection available)

China Buffet Service
Per Person $3.00

Includes:
Water Glass
Beverage / Wine Glass
Glass Coffee Mug
Entrée Plate
Dessert Plate
Glass Salt & Pepper
Dinner Fork
Dessert Fork
Teaspoon
Dinner Knife

All events with china service require servers.
Ratio: 1 server per 15 guests Buffet Style
1 server per 10 guests Table Service Style

Any event with alcohol will have a 2.00/person corkage fee; this includes Wine Glasses

Professional Bartender $25.00/hour
Continental Breakfast
($40.00 Minimum)

Break I ~ $4.00 per person
Fresh Brewed Coffee & Decaf
Regular & Decaffeinated Tea
Herbal Tea
Mini Muffins
Mini Danish
Donuts

Break II ~ $4.25 per person
Fresh Brewed Coffee & Decaf
Regular & Decaffeinated Tea
Herbal Tea
Mini Muffins
Danish
Assorted Mini Bagels
Cream Cheese, Butter & Jelly
*Regular Sized Bagels @ .25 per person

Additional Goodies
Individual Juices ~ $1.50 each
Hot Chocolate Packets ~ .50 each
Platters of Sliced Fresh Fruit
  Small (feeds 20) $40.00
  Medium (feeds 40) $75.00
Individual Yogurt ~ $1.00 each
Whole Fruit ~ $1.00 per person
Specialty Breads ~ .50 per person
Coffee, Decaf & Tea ~ $1.75 per person

*The above packages include the appropriate plastic utensils, plates, paper napkins, cream, milk, sugar, sweet & low, stirrers and stryro foam cups. China service is available at the cost of $2.50 per person and requires a server.
"Rise & Shine" Breakfast Buffets
(Minimum 20 guests)

**Bagels & Eggs** ~ $8.00 per person
The appropriate paper & plastic are supplied.
- Assorted Mini Bagels
- Breakfast Danish
- Fresh Fruit
- Scrambled Eggs
- Fresh Brewed Coffee & Decaf
- Regular, Decaffeinated & Herb Tea
- Carafes of Orange Juice
- Cream Cheese, Butter & Jelly

**Classic Breakfast Buffet** ~ $9.50 per person
The appropriate paper & plastic is supplied.
- Mini Bagels
- Breakfast Danish
- Scrambled Eggs
- Breakfast Potatoes
- Carafes of Orange Juice
- Fresh Brewed Coffee & Decaf
- Regular, Decaffeinated & Herb Tea
- Cream Cheese, Butter & Jelly
- Select 1
  - French Toast
  - Buttermilk Pancakes
  - Ham
  - Crispy Bacon
  - Breakfast Sausage

**Country Brunch** ~ $11.00 per person
- Mini Muffins
- Danish
- Bagels
- Sliced Fresh Fruit
- Breakfast Potatoes
- Carafes of Orange, Apple & Cranberry Juice
- Buttermilk Pancakes with Maple Syrup
- Fresh Brewed Coffee & Decaf
- Regular, Decaffeinated & Herb Tea
- Cream Cheese, Butter & Jelly
- Select 1
  - Scrambled Eggs
  - Vegetable Quiche
  - Vegetable Lasagna
  - Baked Ziti
  - Four Cheese Bakes Pasta

Events with Hot Foods may Require Servers
Deluxe Sandwich Buffet
1 sandwiches per person ~ $7.95
Choice of 3

**Vegan & Vegetarian**
- Veggie Good Pocket fresh seasonal
- Vegetables tossed in garlic dressing
- Tomato, Cucumber & Pesto in Pita
- Mozzarella, Basil & Roasted Red Pepper
  On French bread

**Meats**
- Super Beef with Roast Beef, Pastrami & Muenster on Pumpernickel
- Ham & Swiss on Marble Rye with lettuce, tomato & mustard
- Turkey BLT on Croissant with mayo
- Turkey on 9 Grain with Honey Dijon
- Sloppy Joe with Turkey, Ham & Swiss on Rye with Russian dressing
- Grilled Chicken with romaine, tomato & lemon mayo on Hard Roll

Included is your choice of either Red Bliss Potato Salad or Pasta Salad and relish tray, condiments, Cookies & Brownies and assorted soda (1 per person) & ice. All appropriate paper products & utensils are also included.

**Additional Goodies**
- Hearty Soup of the day ~ $1.50 per person
- Caesar Salad ~ $1.75 per person
- Fresh Brewed Coffee, Decaf & Tea ~ $1.75 per person

- Hot Pasta with Italian Bread & Butter ~
  - Four Cheese Baked Pasta $3.00/person
  - Pasta with Fresh Vegetable Aioli (vegan) $2.50/person
  - Cheese Tortellini Marinara $2.50/person
  - Baked Ziti Pomodoro $2.50/person
  - with Broccoli & Cashews (vegan) $2.50/person
  - Cavatelli with Basil Pesto (vegetarian)

Events with Hot Foods May Require Servers
**Lunch and Dinner Buffets**
(Minimum of 20 guests)
One Entrée ~ $15.00  
Two Entrée ~ $17.00  
Three Entrée ~ $19.00

**Salads (select 1)**
- **Mixed Green Salad** ~ with our signature vinaigrette (other dressings available upon request)
- **Spinach Salad** ~ fresh baby spinach with bowls of chopped hard boiled egg, bacon & onion ranch or vinaigrette dressing
- **Caesar Salad** ~ romaine tossed with croutons, grated parmesan cheese & Caesar dressing

**Chicken Entrees**
- **Chicken Marsala** with a marsala wine sauce & mushrooms
- **Chicken Parmesan** marinara sauce with cheeses
- **Chicken Francaise** with lemon, white wine sauce
- **Grilled Chicken Breast** with fresh salsa
- **Chicken Piccata** with a capers & white wine-garlic butter sauce
- **Country Fried Chicken Breast** with brown gravy
- **Chicken Dijon** with mustard cream sauce
- **Grilled Lemon Pepper Chicken**
- **Chicken Soubise** - with creamy onion sauce

**Seafood Entrées**
- **Two Pepper Shrimp** Creole style served with white rice
- **Grilled Swordfish** topped with Mediterranean salsa
- **Grilled Salmon** with cucumber dill salsa or Pinot Gris sauce
- ** Rolled Sole with Lemon Brown Butter**
- **Crabmeat Stuffed Flounder** finished with Beurre Blanc
- **Halibut Reese** with white wine ~ lemon sauce, battonette carrots & leeks
- **Seafood Fantasia** ~ shrimp, scallops and vegetable casserole
**Beef Entrees**
- **Sliced Roast Beef** with mushroom & onion gravy
- **Sliced London Broil** with brown gravy
- **Beef & Vegetable Stir Fry** with white rice
- **Teriyaki Beef**
- **Beef Tips in a Hunter Style Sauce**
- **Beef Stroganoff** served with buttered egg noodles

**Vegetarian Entrees**
- **Penne with Broccoli** tossed with garlic, white wine & butter
- **Cous Cous Stuffed Red Pepper**
- **Pasta Primavera** (vegan)
- **Eggplant Rollantine Marinara**
- **Mushroom Ravioli finished with a Marsala sauce**
- **Vegetable Lasagna**

**Side Dishes** (select 2)
- Green Beans & Roasted Red Peppers
- Glazed Baby Carrots
- Stir fried Vegetables
- Seasonal Mixed Vegetables
- Rice Pilaf
- Herb Roasted Potatoes
- Our Signature Basil-Garlic Mashed Potatoes

**Dessert**
- Sliced Fresh Fruit Platter
- Assorted Bar cookies
- Cheesecake
- Cookies or Brownies
- Apple or Cherry Pie
- Carrot Cake or Chocolate Cake

*Add 50 cents for second Dessert

**Beverages** (select 1)
- Coffee Service, Tea, Specialty Teas
- Assorted Pepsi brand sodas & water

*Select both hot & cold beverage for additional $1.00 per person
**Carving Stations** ($50.00 carver fee)

- Baked Fleur d’Lis Ham with Pineapple Glaze  ~ $4.00 per person
- Breast of Turkey with Sage Gravy  ~ $4.00 per person
- Pork Loin with Apple Raisin Gravy  ~ $4.00 per person
- Prime Rib Au Jus (minimum 30 people)  ~ $12.00 per person
- Poached Whole Salmon  ~ $4.00 per person
- Beef Tenderloin Au Jus  ~ $12.00 per person
"Grillin -N- Chillin" BBQ

$11.00 per person
Minimum 25 guests
Grill Cook ~ $50.00

"Goodies" included
Hamburgers
* Veggie Burgers upon request
Hot Dogs
Sauerkraut
Baked Beans
Cole Slaw
Potato Chips
Relish Tray
Condiments
Sliced American Cheese
Hamburger & Hot Dog Rolls
Cookies & Brownies
Assorted Soda

More "Goodies"
Grilled Boneless Chicken Breast ~ $1.75/person
BBQ Split Chicken ~ $1.50/person
Fried Chicken ~ $1.50/person
BBQ Pulled Pork ~ $1.75/person
Italian Sausage & Peppers ~ $1.50/person
Mac & Cheese ~ $1.00/person
Mixed Greens or Caesar salad ~ $1.25/person
Sliced Fresh Fruit ~ $1.95/person

Potato Salad ~$1.25/person
Sliced Watermelon ~ .75/person
Coffee, Tea & Decaf ~ $1.75/person
Bottle Water $1.25 each

Included are the appropriate paper & plastic supplies, tablecovers for food & beverage tables.

Events with Hot Foods may Require Servers
“Meals-On-The-Move”

The Lunch Box
$7.50 per person
Whole Fresh Fruit
Bag of Potato Chips
Lettuce, Tomato & Pickle
Condiments
Cookies
Soda

Select 1
Thin Sliced Turkey Breast on Whole Wheat
Sliced Roast Beef on Hard Roll
Ham & Swiss on Rye
Peanut Butter & Jelly on White
Veggie Good Pocket in Pita

*Add Pasta or Potato Salad ~ .75
*Add Fresh Fruit Cup ~ $1.00
*Any sandwich on a croissant ~ .75
**Pasta Buffet**

(Minimum of 20 guests)

$12.00 per person

**Select 2**

- Cheese Tortellini Alfredo
- Four Cheese Baked Pasta
- Tricolor Rotini with Fresh Vegetables Aioli
- Stuffed Shells Florentine
- Spaghetti with Meatballs
- Penne with Broccoli & Cashews
- Farfalle and Broccoli with Red Peppers sauce
- Orecchiette with Broccoli Rabe & Tomatoes

**Select 1**

- Layer Cakes
- Fruit Pies
- Whole Fruit
- Brownies

**Select 1**

- Fresh Brewed Coffee, Decaf & Tea
- Assorted Soda

*Add $1.00 per person for both*

Includes Italian Bread/Butter, Whole Green Beans and Caesar Salad. Plastic utensils, the appropriate plastic plates & cups

**Enhance Your Buffet**

$1.50 per person

**Select 1**

- Fried Chicken Eighths
- Grilled Boneless Chicken Breast
- Swedish Meatballs

Events with Hot foods may Require servers
“The Scarlet Raptor Brunch

(Minimum 25 guests)
$15.00 per person

Buffet Items
Mini Bagels
Mini Muffins
Danish
Sliced Fresh Fruit
Breakfast Potatoes
Egg, Cheese & Ham Strata
Scrambled Eggs
Chicken Casserole
Carafes of Orange, Apple & Cranberry Juice
Fresh Brewed Coffee & Decaf
Regular, Decaffeinated & Herb Tea
Cream Cheese, Butter & Jelly

Select 1
Crispy Bacon
Ham
Breakfast Sausage

“Yummy” Additions
Omelet Station with assorted blend in items
$5.00 per person plus $50.00 attendant fee
Pasta Station (see reception menu) ~ $2.50 per person

Carving Station
($50.00 carver fee)
Turkey with Sage Gravy ~ $4.00 per person
Baked Fleur d’Lis Ham with Pineapple Glaze ~ $4.00 per person
Pork Loin with Apple Raisin Gravy ~ $4.00 per person
Whole Poached Salmon Scallion Remoulade ~ $4.00 per person

Events with Hot Foods may Require Servers
Wrap Sandwich Buffet

1 Wraps per person ~ $9.95 per person
Choice of 3

Vegetarian Wraps

* Portabella Wrap with grilled portabella mushroom, roasted red peppers, provolone mixed greens & Italian dressing
* Athens Wrap with Kalamata olives, sliced tomato, red onion, parsley, oregano, romaine Feta cheese & Red wine vinaigrette
* Roasted Veggie Wrap with marinated roasted vegetables, asiago cheese & Mesclun greens
* Julienne Vegetarian Wrap with garlic sauteed vegetables, leaf lettuce, plum tomatoes, fresh mozzarella & Balsamic vinaigrette

Chicken Wraps

* Chicken Caesar Wrap with herbed grilled chicken, Romaine lettuce Grated cheese & Caesar dressing
* Madras Wrap with curried chicken salad, grapes, apples green onion cilantro & baby greens
* Thai Chicken Wrap with marinated chicken strips, chopped lettuce, carrots Sweet Thai Chili Sauce
* Santa Fe Chicken Wrap with spicy seasoned chicken, peppers, onions, Sour cream, cilantro & salsa
* Oriental Chicken Wrap with chicken, mandarin orange Spinach & ginger sesame dressing
* Chicken BLT Wrap with grilled chicken strips, bacon leaf lettuce & plum tomato

Tuna Wraps

* Mediterranean Tuna Wrap with capers, tomato, black olives, Bermuda onion & lemon vinaigrette
* Traditional Tuna Wrap - with onions, celery and lemon mayo
Old Fashioned 12” Sub Sandwich

All sandwiches come with shredded lettuce and tomato. Packets of mayonnaise, mustard, and Italian dressing are on the side.

VARIETIES

$6.95 Italian - Genoa Salami, Capocollo, Spicy Ham
$7.95 Roast Beef
$6.50 Vegetarian
$7.25 Tuna
$6.95 Turkey

CHIPS AND DIP $10.00 each bowl (1 bowl feeds approximately 20 people)

Potato Chips & French Onion Dip
Nachos & Salsa
Pretzels & Honey Mustard
Served Meals

China service Included

Chicken Entrees

Breast of Honey Chicken with Dijon Cream sauce ~ $23.00
Grilled Chicken Breast Gremolata with Parsley, Garlic & Lemon ~ Zest rub ~ $23.00
Chicken Breast Nicoise with Olives, Capers, Tomatoes, Artichokes & Onions ~ $25.00
Breast of Chicken Francaise ~ $23.00

Breast of Chicken Stuffed with Spinach & Cheese ~ $25.00
Sautéed Chicken Valdistano with Proscuitto & Fontina finished with a
Mushroom Marsala Sauce ~ $27.00

Seafood Entrees

Two Pepper Shrimp & Scallops served with Rice ~ $30.00
Grilled Stripe Bass with Wild Mushroom Sauce ~ $28.00
Baked Salmon with Cucumber Dill Salsa ~ $26.00
Sole Francaise ~ $26.00
Seafood Stuffed Flounder with Champagne Beurre Blanc ~ $29.00
Tilapia with Lime-CHIPOTLE Crust and Avocado Salsa ~ $26.00

Beef Entrees (call your catering representative for pricing)

Tenderloin of Beef with Sauce Bordelaise
Prime Rib Aus Jus
Petit Filet Mignon Au Poivre

Pork, Veal & Lamb

Pork Tenderloin with Mango Salsa ~ $29.00
Loin of Pork with Cognac Peppercorn Sauce ~ $27.00
Veal Loin Picatta with Lemon-Butter & Capers ~ $32.00
Lamb Chops with Madeira demi Glace ~ $36.00

All entrees accompanied by dinner rolls and butter, your choice of the below listed and coffee, decaf and hot tea service. Assorted sodas are available at $1.00 per person.
Select 1 from each Category

Appetizer
Seasonal Fruit Cup
Caesar Salad
Soup Du Jour
Mixed Greens with Tomato

Vegetable
Glazed Baby Carrots
Whole Green Beans
Steamed Broccoli with butter
Julienne Mixed Seasonal Vegetables

Starch
Rice Pilaf
Oven Roasted Potatoes
Mashed Potatoes
Parsley Red Bliss Potatoes
Baked Potato

Dessert
Seasonal fruit Pies
Chocolate Fudge Layer Cake
Carrot Cake
Cheesecake with Fresh Berry Compote
Pound Cake with Fresh Seasonal Fruit & Sabayon Sauce

*Consider adding a 1 hour reception prior to dinner (refer to the reception menu)
On The Lighter Side

$40.00 minimum
Includes all paper & plastic supplies

Coffee & Such
With Cookies & Brownies ~ $3.75 per person
With Cookies, Cheese & Crackers, Assorted Soda & Ice ~ $5.00 per person

Fruits & Vegetables

Domestic Cheese & Cracker Platter:
Small (feeds 20) ~ $54.00
Medium (feeds 40) ~ $75.00

Sliced Fresh Fruit Platter:
Small (feeds 20) ~ $40.00
Medium (feeds 40) ~ $75.00

Vegetable Crudités Platter with Dip:
Small (feeds 20) ~ $40.00
Medium (feeds 40) ~ $75.00
Reception Menu
(Minimum of 25 guests)
$12.00 per person per hour
Server required
Choice of 4 Hot & 2 Cold Items
*Each additional item is $1.50 per person

**Hot Hors d’Oeuvres**
- Shrimp Toast
- Blackened Chicken Bites
- Chinese Seafood Dumplings with dipping sauce
- Smoked Salmon & Dill Quiche
- Deep Fried Shrimp with cocktail sauce
- Sausage Stuffed Mushrooms
- Water Chestnuts with Bacon
- Coconut Chicken Fingers
- Mini Italian Meatballs Marinara
- Spinach & Cheese Stuffed Mushrooms
- Cocktail Franks with Mustard
- Assorted Mini Quiches
- Spinach & Cheese Phyllo Triangles
- Grilled Teriyaki Chicken Kebobs

**Cold Hors d’Oeuvres**
- Garden Vegetable Crudités with dip
- Herb Cream Cheese filled Endive
- Crostini with Tomato Salsa
- Fruit & Cheese platter with crackers
- Smoked Salmon on Pumpernickel with mustard dill sauce
- Deviled Eggs
- Sliced Fresh Fruit

**Carving Station Items**
- Baked Fleur d’Lis Ham with Pineapple glaze ~ $4.00 per person
- Breast of Turkey with Maple-Sage Gravy ~ $4.00 per person
- Pork Loin with Apple Gravy ~ $4.00 per person
- Whole Poached Salmon with Cucumber Dill Sauce ~ $4.00 per person
- Beef Tenderloin Aus Jus ~ $12.00 per person
*~$50.00 Carver Fee

**Add a Pasta Station** ~ $2.50 per person per selection
- Penne Ala Vodka
- Campanella with Vegetable Aioli
- Farfalle with Ham, Peas & Mushrooms in basil Cream Sauce
- Cheese Tortellini Alfredo
*Garlic Bread $1.00 per person
*Caesar Salad $1.75 per person
Add Viennese Treats
(Select 3) $5.00 per person
(Select 5) $7.50 per person
Miniature Napoleons
Fruit Tarts
Petit Fours
Miniature Cannoli
Miniature Éclairs
Chocolate Dipped Macaroons
*Chocolate Dipped Strawberries (priced accordingly)

Add a Beverage
Coffee, Tea & Decaf ~ $1.75
Assorted Soda & Bottled Water ~ $1.50
Fruit Punch ~ $1.50

Included are the appropriate paper and plastic supplies. China service is available at $2.50 per person. Servers Required.