

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

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

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 stryo 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

Select 1

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

Crispy Bacon
Ham
Breakfast Sausage

Select 1

Scrambled Eggs
Vegetable Quiche

Select 1

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

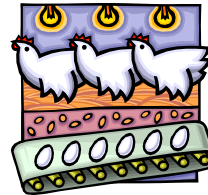
Chicken Piccata with a capers & white wine-garlic butter sauce

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

Rollled 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



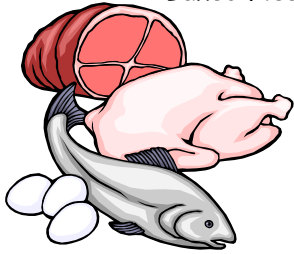
Dessert

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

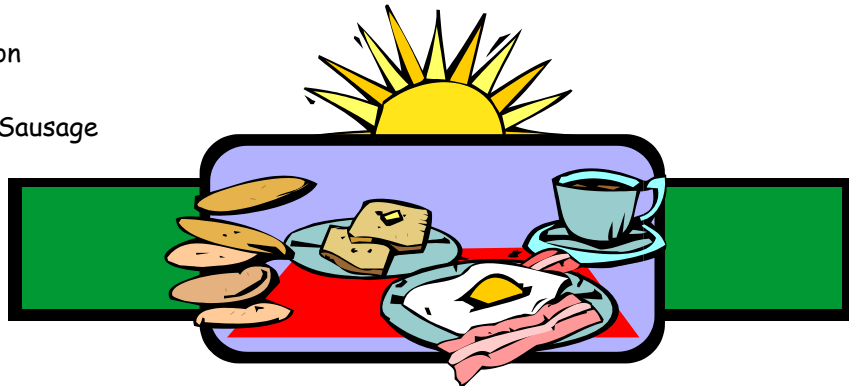
Cream Cheese, Butter & Jelly

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

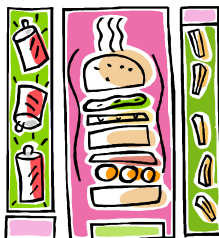
Wrap Sandwich Buffet

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*



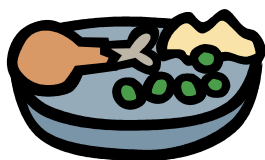
Served Meals

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 Valdostano 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



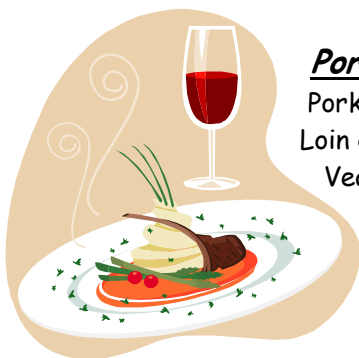
Beef Entrees (call your catering representative for pricing)

- Tenderloin of Beef with Sauce Bordelaise
- Prime Rib Au 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



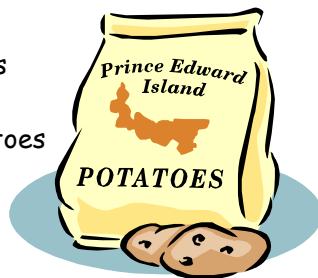
Vegetable

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



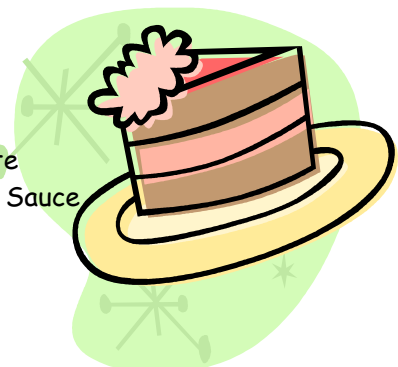
Starch

- 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:

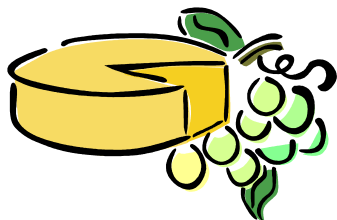
Small (feeds 20) ~ \$54.00

Medium (feeds 40) ~ \$75.00

Sliced Fresh Fruit Platter:

Small (feeds 20) ~ \$40.00

Medium (feeds 40) ~ \$75.00



Vegetable Crudité's 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
Crosthini 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 Canolis

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.