2018 Chef Menu for Your Gathering

The Gathering
Welcome to
The Gathering by Chartwells

There are big decisions and little details to attend to as you prepare for your upcoming catered event. Let The Gathering by Chartwells guide you, from designing the perfect menu to personalizing all the details of your unique gathering. Our catering services can accommodate any size, theme, or individual requirements, in virtually any location - on or off campus.

We'll work with you to create a custom gathering menu inspired by your unique needs that will leave a lasting impression on your guests. All menus will follow the Chartwells culinary philosophy; authentic recipes using the freshest, seasonal ingredients.

Waiter service, buffet, small plates and international inspired specialty stations; all served in your style! When you entrust your event to The Gathering by Chartwells, the food will be unmatched, the service spectacular, and the event unforgettable!

The Gathering by Chartwells at Shippensburg University
Jodi Conrad
717.477.1123 x3202
Jodi.Conrad@compass-usa.com
DineOnCampus.com/SHIP
The morning start

Set up and disposable service are provided. Price is listed per person unless otherwise noted. China and waitstaff service available at an additional charge. Minimum of 20 guests.

<table>
<thead>
<tr>
<th>Breakfast Type</th>
<th>Price per Person</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Continental breakfast</strong></td>
<td>8.25</td>
</tr>
<tr>
<td>Assorted fresh baked donuts, danish, muffins, and scones</td>
<td></td>
</tr>
<tr>
<td>Seasonal fresh fruit display</td>
<td></td>
</tr>
<tr>
<td>Coffee and assorted hot teas</td>
<td></td>
</tr>
<tr>
<td>Fresh fruit juice</td>
<td></td>
</tr>
<tr>
<td><strong>Light Continental breakfast</strong></td>
<td>6.25</td>
</tr>
<tr>
<td>Assorted fresh bagels served with preserves and cream cheese</td>
<td></td>
</tr>
<tr>
<td>or muffins with butter</td>
<td></td>
</tr>
<tr>
<td>Coffee and assorted hot teas</td>
<td></td>
</tr>
<tr>
<td>Fresh fruit juice</td>
<td></td>
</tr>
<tr>
<td><strong>Traditional breakfast</strong></td>
<td>10.25</td>
</tr>
<tr>
<td>Fluffy scrambled eggs</td>
<td></td>
</tr>
<tr>
<td>Choice of cinnamon french toast, waffles or pancakes</td>
<td></td>
</tr>
<tr>
<td>Seasoned breakfast potatoes</td>
<td></td>
</tr>
<tr>
<td>Choice of bacon, pork sausage, ham or turkey sausage</td>
<td></td>
</tr>
<tr>
<td>Fresh breakfast pastries</td>
<td></td>
</tr>
<tr>
<td>Coffee and assorted hot teas</td>
<td></td>
</tr>
<tr>
<td>Fresh fruit juice</td>
<td></td>
</tr>
<tr>
<td><strong>On the Run</strong></td>
<td>8.50</td>
</tr>
<tr>
<td>Egg, cheese, and sausage or bacon sandwich or western style breakfast burrito</td>
<td></td>
</tr>
<tr>
<td>Hash brown patty</td>
<td></td>
</tr>
<tr>
<td>Whole fruit</td>
<td></td>
</tr>
<tr>
<td>Coffee and assorted hot teas</td>
<td></td>
</tr>
<tr>
<td>Fresh fruit juice</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Breakfast Type</th>
<th>Price per Person</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Oatmeal Bar</strong></td>
<td>7.75</td>
</tr>
<tr>
<td>Hot oatmeal with granola, raisins and cranberries</td>
<td></td>
</tr>
<tr>
<td>Yogurt and seasonal berries</td>
<td></td>
</tr>
<tr>
<td>Coffee and assorted hot teas</td>
<td></td>
</tr>
<tr>
<td>Fresh fruit juice and whole, 2% or skim milk</td>
<td></td>
</tr>
</tbody>
</table>

The morning start A la carte

<table>
<thead>
<tr>
<th>Item</th>
<th>Price per Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fruit juice bottle</td>
<td>2.25</td>
</tr>
<tr>
<td>1/2 Pint milk</td>
<td>1.00</td>
</tr>
<tr>
<td>Pint milk</td>
<td>2.00</td>
</tr>
<tr>
<td>Cup of cereal</td>
<td>2.00</td>
</tr>
<tr>
<td>Muffin</td>
<td>1.25</td>
</tr>
<tr>
<td>Whole fruit</td>
<td>1.25</td>
</tr>
<tr>
<td>Individual yogurt</td>
<td>1.50</td>
</tr>
<tr>
<td>Fresh baked donuts</td>
<td>1.25</td>
</tr>
<tr>
<td>Bagels with cream cheese</td>
<td>1.95</td>
</tr>
<tr>
<td>Scones</td>
<td>2.00</td>
</tr>
<tr>
<td>Nutri-Grain bar</td>
<td>1.75</td>
</tr>
<tr>
<td>Oatmeal</td>
<td>2.25</td>
</tr>
<tr>
<td>Bagged breakfast</td>
<td>6.95</td>
</tr>
<tr>
<td>includes cereal, milk, orange juice, hard boiled egg, banana, and muffin</td>
<td></td>
</tr>
<tr>
<td>Yogurt parfait</td>
<td>3.95</td>
</tr>
<tr>
<td>with fresh berries and granola</td>
<td></td>
</tr>
</tbody>
</table>

The Gathering
**a la carte**

Pricing is listed per item unless otherwise noted. Disposable ware is included. Minimum 20 guests. No minimum for pick-up orders.

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pizza pie (cheese)</td>
<td>12.29</td>
</tr>
<tr>
<td>Pizza pie (specialty)</td>
<td>14.29</td>
</tr>
<tr>
<td>6” subs</td>
<td>6.25</td>
</tr>
<tr>
<td>12” subs</td>
<td>8.25</td>
</tr>
</tbody>
</table>

**Beverages**

Beverages available by the gallon serve approximately 15 guests.

<table>
<thead>
<tr>
<th>Hot beverages</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshly brewed coffee regular</td>
<td>18.00 per gallon</td>
</tr>
<tr>
<td>or decaffeinated coffee</td>
<td></td>
</tr>
<tr>
<td>Hot water and assorted teas</td>
<td>10.00 per gallon</td>
</tr>
<tr>
<td>Hot chocolate</td>
<td>18.25 per gallon</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Individual beverages</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Soda (Pepsi products available)</td>
<td>1.25 each</td>
</tr>
<tr>
<td>Bottled water</td>
<td>1.25 each</td>
</tr>
<tr>
<td>Brisk Iced Tea</td>
<td>1.25 each</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Cold beverages</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshly brewed iced tea</td>
<td>16.25 per gallon</td>
</tr>
<tr>
<td>Lemonade</td>
<td>15.00 per gallon</td>
</tr>
<tr>
<td>Fruit-infused iced water</td>
<td>10.00 per gallon</td>
</tr>
<tr>
<td>Fruit punch</td>
<td>14.00 per gallon</td>
</tr>
<tr>
<td>White punch</td>
<td>16.00 per gallon</td>
</tr>
<tr>
<td>Orange juice</td>
<td>16.00 per gallon</td>
</tr>
<tr>
<td>Apple juice</td>
<td>16.00 per gallon</td>
</tr>
<tr>
<td>Spring water</td>
<td>5.00 per gallon</td>
</tr>
</tbody>
</table>

*Billing by consumption no longer available."
# Afternoon breaks

Set up and disposable service are provided. Price is listed per person unless otherwise noted. China and waitstaff service available at an additional charge. Minimum of 20 guests.

<table>
<thead>
<tr>
<th>Death by chocolate</th>
<th>8.25 per person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chocolate dipped strawberries and oreos</td>
<td></td>
</tr>
<tr>
<td>S’mores and chocolate double fudge brownies</td>
<td></td>
</tr>
<tr>
<td>Assorted coffee and teas</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Healthy Living Break</th>
<th>6.75 per person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Seasonal fresh sliced fruit</td>
<td></td>
</tr>
<tr>
<td>Assorted granola bars</td>
<td></td>
</tr>
<tr>
<td>Fresh brewed iced tea and bottled water</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Half time</th>
<th>6.95 per person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spicy buffalo chicken dip</td>
<td></td>
</tr>
<tr>
<td>Served with tortilla chips, fresh vegetables, and bleu cheese dressing</td>
<td></td>
</tr>
<tr>
<td>Assorted sodas</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Muhammara</th>
<th>7.75 per person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Creamy roasted red pepper and walnut dip</td>
<td></td>
</tr>
<tr>
<td>Served with whole wheat pita chips</td>
<td></td>
</tr>
<tr>
<td>Mini cookies and brownie bites</td>
<td></td>
</tr>
<tr>
<td>Two flavored waters (mango, cucumber, pineapple, watermelon)</td>
<td></td>
</tr>
</tbody>
</table>

## Sweets & treats

<table>
<thead>
<tr>
<th>Assorted freshly baked cookies</th>
<th>6.50 per dozen</th>
</tr>
</thead>
<tbody>
<tr>
<td>House-made fudge brownies</td>
<td>9.75 per dozen</td>
</tr>
<tr>
<td>Rice krispie™ treats</td>
<td>9.75 per dozen</td>
</tr>
<tr>
<td>Shippen S’mores</td>
<td>12.50 per dozen</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Cupcakes (Priced per dozen)</th>
<th>Large 9.75/Mini 5.95</th>
</tr>
</thead>
<tbody>
<tr>
<td>Choice of: carrot, coconut cream, cookie and cream, turtle, peanut butter cup, red velvet, devils food, and lemon poppy.</td>
<td></td>
</tr>
</tbody>
</table>

| Potato chips                        | 6.00 LB |
| Pretzels                            | 6.00 LB |
| Individually wrapped granola bars   | 1.75 each |
| Individually bagged chips, pretzels, popcorn, Frito’s or Doritos | 1.00 each |
| Mixed Nuts                          | 1.85 per person |
| Homemade Potato Chips               | 2.00 per person |
| Chex Mix                            | 1.75 per person |
| Trail Mix                           | 1.75 per person |
# Lunch Selections

Set up and disposable service are provided. Price is listed per person unless otherwise noted. China and waitstaff service available at an additional charge. Minimum of 20 guests.

## Artisan sandwich board
13.50 per person
- Roast beef and cheddar on ciabatta with horseradish sauce
- Turkey and provolone on artisan with a tangy dijonaisse
- Ham and swiss on rye with brown mustard
- Roasted vegetables marinated in balsamic vinaigrette served in a pita

## New Yorker Sandwich
13.25 per person
- Field greens salad with raspberry vinaigrette
- Carved roasted turkey breast with provolone cheese, spinach, sliced tomato, and roasted red pepper aoili served on a sliced bagel

## Blackened Chicken Breast
13.25 per person
- Blackened chicken breast with chipotle aioli
- Served with fresh kaiser rolls, lettuce, sliced tomato, and red onion

## Wrap platter
14.00 per person
- Wrap selections include turkey club, chicken caesar, and roast beef
- Vegetarian options include roasted vegetables marinated in balsamic vinaigrette

## Deli platter
12.50 per person
- Sliced roast turkey breast, baked ham and roast beef
- Sliced american and swiss cheeses, lettuce and tomato
- Served with fresh kaiser rolls

## Pick 2
- Classic potato salad
- Italian pasta salad
- Fresh seasonal fruit salad
- Creamy coleslaw

*Sandwich platters include potato chips, brownies, cookies, and assorted beverages.

## Healthy Sandwiches
15.25 person
**Pick 1 Sandwich**
- Vegetarian antipasti pita with roasted portabella, olives, red pepper, and sundried tomatoes
- Chicken pita with sliced grapes, tomatoes, and toasted almonds
- Korean-style steak and lettuce wraps (build your own)
- All healthy sandwiches include:
  - Seasonal fresh fruit
  - Mini cookies and brownie bites
  - Bottled water

## Add Soup to Your Lunch Selection
2.50 per person
**Pick 1**
- Broccoli and cheese
- Beef Vegetable
- Chicken noodle
- Italian Wedding
- Vegetarian
- Baked Potato
- Soup du jour

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Catering Menu 2018
Signature Salads

Set up and disposable service are provided. Price is listed per person unless otherwise noted. China and waitstaff service available at an additional charge. Minimum of 20 guests.

Southwestern 11.25 per person
- Fresh mixed greens with cherry tomatoes, jack cheese, and black beans
- Topped with tortilla strips
- Served with fiesta ranch dressing

Pittsburgh style 11.25 per person
- Fresh mixed greens with cherry tomatoes, cucumbers, red onion, french fries, and shredded cheddar cheese
- Served with your choice of dressing

Thai 10.50 per person
- Crisp romaine lettuce with cucumber, shredded carrots, and fried wontons
- Served with our signature Thai dressing

Classic Caesar 9.75 per person
- Crisp romaine lettuce with crunchy croutons and parmesan cheese
- Served with classic caesar dressing

Build your own 13.75 per person
- Fresh mixed greens with cherry tomatoes, cucumbers, onions, olives, pepperoncini, shredded cheddar cheese, hard boiled egg, ham and turkey.
- Your choice of two salad dressings.

Add grilled chicken 2.50 per person
Add grilled steak 2.95 per person
Add chicken salad 2.50 per person
Add tuna salad 2.95 per person

*Each salad includes roll or breadstick, soup du jor, house dessert, coffee, tea, and ice water

Lunches To Go

All lunches include condiments, napkins, utensils and bottled water.

“Raider” Box Lunch 11.00 per person
- Your choice of an artisan sandwich (see previous page)
- Whole seasonal fruit
- Bag of potato chips
- Fresh baked cookies

“Signature Salad” Boxed Lunch 11.50 per person
- Your choice of a signature salad
- Fresh dinner roll
- Seasonal fruit salad
- Freshly baked brownie
Barbecues

Set up and disposable service are provided. Price is listed per person unless otherwise noted. China and waitstaff service available at an additional charge. Minimum of 25 guests.

**Clubhouse barbecue** 26.50 per person
10 ounce New York strip steak
Grilled chicken breast
Grilled fresh vegetables
Roasted red skin potatoes
Sweet baked beans
Seasonal fruit salad
Traditional macaroni salad
Romaine tossed salad with dressings
Fresh baked house dessert
Assorted beverages

**Backyard barbecue** 13.00 per person
Grilled 1/4lb hamburgers and 1/4lb hotdogs
American cheese, lettuce, tomatoes, onions and pickles
Sweet baked beans
Choice of traditional macaroni salad, potato salad or fruit salad
Fresh baked cookies and brownies
Assorted beverages
*Grilled garden or turkey burgers available upon request

**Taste of the South** 16.50 per person
Classic Carolina-style pulled pork
Southern fried chicken
Freshly baked kaiser rolls
Baked Macaroni and Cheese
Vinegar slaw
Fresh cut fruit
Traditional macaroni salad
Cheddar jalapeno corn bread
Warm peach cobbler
Assorted beverages

**Fresh mex** 16.50 per person
Create a fiesta salad or fajitas
Grilled beef and chicken
Sauteed peppers and onions
Refried or black beans
Spanish style rice
Served with flour tortillas, chopped romaine salad, and tortilla chips
Top it off with shredded cheddar cheese, salsa, sour cream, guacamole and fiesta ranch dressing
Fresh fried churros
Assorted beverages

NEW

The Gathering

Catering Menu 2018
Hot Buffets

Set up and disposable service are provided. Price is listed per person unless otherwise noted. China and waitstaff available at an additional charge. Minimum of 25 guests.

A touch of france 22.00 per person
Field greens with herbed vinaigrette
Chicken cordon bleu
Beef burgundy
Wild rice pilaf
Lyonnaise potatoes
Fresh haricots verts
Assorted mini sweets

Asian inspired 22.00 per person
Side salad with Asian ginger dressing
General tso’s chicken
Mongolian beef
White rice
Vegetable egg rolls
Fortune cookies

Dutch country 19.75 per person
Spinach salad with warm bacon dressing
Ham and bean or chicken corn soup
Fried or baked chicken
Pot roast with root vegetables
Scalloped potatoes
Fresh cut kernel corn or glazed baby carrots
Bread pudding with vanilla sauce or sliced pound cake with fruit compote
Fresh dinner rolls with butter
Coffee and assorted teas

Create your own
Choice of salad, entrees, starch, vegetable, dinner rolls or breadsticks and house dessert. Contact the catering department (717-477-3246) for items choices.

The calabrese 19.75 per person
Your choice of the following served with breadsticks, cannolis and tiramisu cake

Pick 1
Italian wedding soup
White minestrone soup

Pick 1
Caesar salad
House salad

Pick 1
Chicken parmesan
Chicken marsala
Pork scaloppini

Pick 1
Marinara sauce
Alfredo sauce
Meat sauce

Pick 1
Spaghetti pasta
Ziti pasta
Rotini pasta

Pick 1
Italian green beans
Sauteed zucchini and squash
Italian seasoned vegetable medley

two entrees 19.75  three entrees 23.00

*See following page for entree selections. Items with an asterisk (*) are included in the Create Your Own Buffet.
## Seated dinner

*China and waitstaff are included in the price. Price is based per person unless otherwise noted. Minimum of 25 guests.*

### Poultry

**Chicken Piccata***
Boneless skinless chicken breast in light cream sauce with lemon juice and capers, roasted baby red potatoes  
18.00 per person

**Chicken Santa Fe***
Seared boneless skinless chicken breast with smoky adobo cream sauce, southwestern rice, and seasonal vegetables  
19.00 per person

**Chicken Oscar***
Sauteed boneless skinless chicken breast topped with lump crab, asparagus and hollandaise sauce, lemon scented jasmine rice  
22.00 per person

**Chicken Cordon Bleu***
Chicken cordon bleu with rice pilaf and steamed vegetables  
21.25 per person

### Beef & Pork

**Filet of Beef Manhattan**
6oz pan seared filet of beef with a bacon, bleu cheese, panko crust, and roasted red pepper  
28.50 per person

**London Broil Chimichurri***
Grilled flank steak marinated with lime, garlic, parsley, and cilantro with cilantro lime rice and seasonal vegetables  
22.00 per person

**Prime Rib**
English cut prime rib roasted to perfection and smothered in au jus with side of horseradish sauce, and mashed potatoes  
26.25 per person

**Southern Style Pork Loin***
Grilled pork loin marinated in kentucky bourbon barbecue sauce thinly sliced with roasted red potatoes  
19.00 per person

**Boursin Rubbed Pork Loin***
Roasted pork loin with boursin cheese, topped with mushrooms, and leeks, with herbed rice pilaf  
19.50 per person

### Seafood

**Blackened Filet of Salmon**
Blackened salmon with lemon beurre blanc served with wild rice  
20.25 per person

**Lemon Baked Cod**
Lemon butter baked cod with parmesan risotto  
20.25 per person

**Maryland Crab Cakes**
Maryland style crab cakes served with an old bay cream sauce and roasted baby red potatoes  
market price

**Crab Imperial**
Maryland lump crab meat covered with a classic imperial sauce and broiled, served with risotto rice cakes  
market price

### Vegetarian

**Vegan Noodle Toss***
Vegan noodle pasta tossed with seasonal vegetables  
16.00 per person

**Pasta Marinara***
Hearty pasta dish comprised of an exotic blend of mushrooms, tomato basil marinara and fresh herbs  
16.00 per person

**Chickpea Stew***
Vegan chickpea stew with cauliflower, tomato, curry spices and coconut milk  
16.00 per person

**Linguini Ala Pesto***
Creamy pesto sauce with mushroom and spinach served over linguini pasta  
16.00 per person

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All plated dinners prices include house salad, chefs choice of seasonal vegetables, freshly baked dinner rolls with butter, house dessert, coffee, tea, iced water, and waitstaff service.
Hors D’oeuvres

Price based on 2 per person. Minimum of 25 guests for hor d’oeuvres. China and waitstaff are available at an additional charge.

**Cold** (Priced per person) **3.75 per person**

- Deviled egg platter - your choice of zesty jalapeno, creamy caesar or horseradish
- Cucumber dill bites
- Brie crostini with apricot preserves
- Jalapeno popper filo cup
- Tomato and fresh mozzarella brushetta
- Hummus with pita triangles
- Spinach dip with sliced baguette
- Smoked salmon salad on rye toast points
- Finger sandwiches (chicken, ham, and tuna salad)
- “Spreads with Breads” display - assorted homemade breads with spreads
- “Chips with dips” display with your choice of dip and homemade chips (Southwest salsa, French onion, bacon ranch, or spinach)
- Jerk chicken with pineapple salsa in filo cup

**Hot** (Priced per person) **3.75 per person**

- Mini quiche
- Thai beef skewers
- Spinach and feta spanikopita
- Chevre and Italian sausage on focaccia crouton
- Sausage stuffed mushrooms
- Chicken parmesan bites
- Crab rangoon with sweet and sour sauce
- Cocktail meatballs (Italian, Swedish, BBQ, teriyaki)
- Buffalo chicken dip with tortilla chips
- Stuffed potato skins topped with bacon, cheddar cheese and sour cream
- Shrimp and grits in filo cup

**Executive**

- Crab stuffed mushrooms topped with imperial sauce
- Petite crab cakes with remoulade and tarter sauce
- Grilled tequila and lime shrimp skewers
- Shrimp cocktail
- Crab dip display
- Bacon wrapped scallops with maple mustard glaze
- Crab salad with avocado served on a toasted baguette

**Market Price**

- Crab salad with avocado served on a toasted baguette

**A la carte**

<table>
<thead>
<tr>
<th>Small (15ppl)</th>
<th>Large (25ppl)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vegetable crudites</td>
<td>23.50</td>
</tr>
<tr>
<td>Fresh seasonal fruit display</td>
<td>26.00</td>
</tr>
<tr>
<td>Domestic cheese display</td>
<td>26.00</td>
</tr>
</tbody>
</table>

Catering Menu 2018

The Gathering
Desserts

Set up and disposable service are provided. China and waitstaff are available at an additional charge. Price is listed per person unless otherwise noted. Minimum of 25 guests. If minimum is not met, an additional price per person may be necessary.

<table>
<thead>
<tr>
<th>House desserts</th>
<th>2.75 per person</th>
<th>Premium desserts</th>
<th>5.00 per person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fresh fruit trifle</td>
<td></td>
<td>Chocolate ganache torte</td>
<td></td>
</tr>
<tr>
<td>Deep dish apple pie</td>
<td></td>
<td>Raspberry ganache torte</td>
<td></td>
</tr>
<tr>
<td>Cherry pie with crumb or pastry</td>
<td></td>
<td>Frozen peanut butter pie</td>
<td></td>
</tr>
<tr>
<td>Oreo cookie torte</td>
<td></td>
<td>Raspberry swirl cheesecake</td>
<td></td>
</tr>
<tr>
<td>Strawberry jazz torte</td>
<td></td>
<td>Chocolate chip cheesecake</td>
<td></td>
</tr>
<tr>
<td>Chocolate cake with peanut butter icing</td>
<td></td>
<td>Turtle cheesecake</td>
<td></td>
</tr>
<tr>
<td>Carrot cake with cream cheese icing</td>
<td></td>
<td>Classic creme brulee</td>
<td></td>
</tr>
<tr>
<td>Triple chocolate mousse</td>
<td></td>
<td>New york style cheesecake</td>
<td></td>
</tr>
</tbody>
</table>

*Certain lunch and dinner menu items include an accompanying house dessert. Upgrade your house dessert with a premium dessert for only 2.25

<table>
<thead>
<tr>
<th>Finger desserts</th>
<th>3.50 per person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lemon squares</td>
<td>Price based on two per person</td>
</tr>
<tr>
<td>Pecan squares</td>
<td></td>
</tr>
<tr>
<td>Mini brownies</td>
<td></td>
</tr>
<tr>
<td>Cheesecake bites</td>
<td></td>
</tr>
<tr>
<td>Mini whoopie pies</td>
<td></td>
</tr>
<tr>
<td>Assorted petit fours</td>
<td></td>
</tr>
</tbody>
</table>
Plan Your Event

Welcome to the Gathering by Chartwells! Our mission is to provide you with exceptional quality, exceptional service and a creative cutting-edge culinary experience. Our professional staff is available to assist in planning your special event. Please contact our Catering Director at 717-477-1123 x 3202 for customized service and menus.

Policies & Procedures
To ensure optimal selection and the best possible service, we kindly ask that events be booked at least seven business days in advance. We understand events arise unexpectedly and we will do our best to accommodate your needs.

Linen
In-house linen consists of white table cloths with red and blue napkins. In-house linen is available to dress most buffets at no charge. Linens available for non-food service events at a charge of 10.00 per table cloth and 1.00 per napkin.

Serviceware and China
Unless otherwise stated, foam-ware is standard for all events. Upgrade your event with premium plastic-ware for .50 per person. Usage of china outside of Reisner Hall requires a minimum of 25 guests, and 2.00 per person.

Non-University Guests
Payment must be paid 50% down one week prior to the event. The remaining balance will be collected at the time of the event.

Guarantee and Cancellations
A guaranteed number of participants is required at least 72 hours (3 business days) prior to your event. Cancellation must be received and acknowledged by the Catering Office at least 48 hours prior to the event to avoid a cancellation charge equal to 35% of the complete catering.

Minimum Delivery Fee
For on-campus and off-campus deliveries there is a $25 delivery fee added to orders less than $150.

Pick-Ups
Any orders that are designated as “pick-up” may be picked up at Reisner Hall at the contracted date and time. If the items are not picked up, you will be charged accordingly.

Last Minute Ordering
On rare occasions, you may require our services on short notice. When this happens, we want to assist you. However, we are limited in choice of services provided for events booked less than 72 hours in advance. All catered functions ordered less than 3 days from the event will be subject to a 25% service fee of the total bill.

Attendant Service Charge (Per Labor Hour)
A service charge of $30 for each hour worked per attendant or waitstaff. We are happy to supply you with waitstaff regardless of the size of your event. Available for breaks, receptions, buffets, and served meals. Under unique circumstances, Catering Services may mandate waitstaff presence at the event.

Alcohol Service
Chartwells Catering is not licensed to provide an alcoholic beverage service. However, we are able to provide a professional bartending service at 30.00 per hour (minimum 4 hours) and a bar set up fee of 3.75 per person. Bar set up includes: tonic water, club soda, cranberry juice, orange juice, assorted soda, ice maker, napkins, and all bar garnishes and glassware.

Tuscarora Room Set-Up
The tuscarora room is reserved for events with food service only. The standard room set is four rows of four round tables. Each table is set with eight chairs giving a total set for 128 people. Events that require a customized floor plan will incur additional charges, and need to be scheduled at the time a food request is submitted... Contact the Catering Director for specific pricing.

Multiple Entree Charge
If more than one entree is chosen for a served meal, there must be a specific count of each entree and an identifier for each guest. Billing will be based on the more expensive entree.

For nutritional information, please contact Jerry Howerin, Campus Executive Chef, or Jodi Conrad, Catering Director.
Room Reservations, Conference Services, and On-Line Ordering

For University sponsored functions, you must reserve your room and catering needs on-line. For Non-University functions, please call 717.477.1256 for room availability and reservations. Please keep in mind if you are requesting Catering services in any building other than Reisner Hall, you are responsible for making the arrangements for tables for food deliveries. Should you need any audio visual equipment, please call Conference Services at 717.477.1646 to make proper arrangements.

1. Your first step is to reserve your room for your catered event. You must visit Ship’s Event Planning Website at:
   www.ship.edu/event_planning

2. Select “Room Reservations” found mid-page on left

3. Select “Food Service Locations”

4. Complete the on-line Room Request Form.

5. To order your Catering needs visit DineOnCampus.com/SHIP

6. Upon receiving your on-line event order, Catering Services will generate a contract detailing your specific requests and special needs. The Catering event contract will promptly be emailed and faxed to you. Under ideal circumstances, Catering Services would like to receive the contract 7 days prior to the event.

7. Carefully review the contract and ensure the date, time, room, menu, prices, and special needs are stated precisely as desired. Sign the contract and return to Catering Services either via email or fax. Your catering event will not occur without the timely return of the signed contract.

Thank you for choosing Chartwells Catering Services!