

Brandeis University

Catering

Brandeis University Catering provides all food and beverage services on campus at Brandeis University in Waltham, Massachusetts. The following menu guide offers our most popular items. Please feel free to contact us for any special arrangements or items you may not find in this guide. It is our goal to exceed your expectations and we are always available to create a menu tailored to your specific needs.

The Brandeis University Catering promise

When you place your catering order with **Brandeis University Catering** you can expect:

- ◆ On-time deliveries by a friendly member of our team
- ◆ Excellent customer service
- ◆ Dozens of personal touches that make the difference to you and your guests

Ordering

To place an order contact the Conference and Events Office between 9 AM and 5 PM, Monday through Friday at 781-736-4300. Whenever possible all catering orders should be placed at least ten (10) business days prior to your event. If you place an order or make changes to an existing order less than ten (10) business days in advance of your event, a 25% late fee will be applied to your order. While we make every effort to accommodate last minute orders, we can not guarantee your first choice selections can be fulfilled. We recommend when planning events for larger groups that you contact the Conference and Events Office at least four weeks in advance. Our team of Catering professionals is on hand to create a customized menu to meet the individual needs of your group as well as suggest an array of appropriate accompaniments.

Minimums are clearly listed for all menu items. **Ordering** Please consult your event planner for information regarding charges for events not meeting these minimums.

All events requesting a split entrée option, not a split entrée. Events held on holidays will include a minimum of 100 guests. Holidays are: New Year's Day, Martin Luther King Jr. Day, President's Day, Patriot's Day, Memorial Day, Day After Thanksgiving, and Christmas Day. **Ordering** To place an order contact the Conference and Events Office between 9 AM and 5 PM, Monday through Friday at 781-736-4300. Please consult your event planner for information regarding charges for events not meeting these minimums.

Guarantees

Your final guest count and signed menu contract are needed ten (10) business days prior to your event. Your final invoice will be based on the guaranteed guest count number provided or the number of guests in attendance at the event, whichever is greater. We understand that last minute cancellations are occasionally unavoidable. We will work with you to minimize your charges, but you will be responsible for any costs incurred by the Catering Department up to the time of cancellation.

Delivery Guidelines

Orders are delivered 30 minutes prior to your event unless otherwise noted. We offer complimentary delivery for orders meeting our minimum of \$150.00. A delivery charge of \$50.00 is applied to orders not meeting set minimums as well as orders delivered beyond the Brandeis University campus. Orders not meeting set minimums can also be picked up in Usdan. Please ask your event specialist for details regarding these guidelines.

Service

Prices for all Designer Entrée Salads, Lunch and Dinner Buffets and Served Luncheons and Dinners are inclusive of wait staff for a two hour service period and appropriate setup and breakdown. Wait staff for event types other than those listed above are billed at \$125.00 for a two hour service period.

Extended setup and/or breakdown requirements will be billed for wait staff at \$25.00 per hour, per staff member. Bartenders are billed at \$30.00 per hour, per staff member. To ensure the smooth running of your event, appropriate staffing is arranged by the catering department.

Our general guidelines for staffing are as follows:

Full Open Bar	1 Bartender	per 75 guests
Breaks, Buffets & Traveling Feasts	1 Wait Staff	per 20 guests
Butler Passes Hors D'Oeuvres	1 Wait Staff	per 30 guests

Your event specialist may offer suggestions based on your specific event and clientele.

Service Ware

Prices per person for Designer Entrée Salads, Lunch and Dinner Buffets and Served Luncheons and Dinners held in Usdan, Sherman/Hassenfeld and the Faculty Club are inclusive of house linen, china, glassware and silverware for up to 300 guests. For events exceeding 300 guests, additional rental charges will apply. China service for meals and receptions outside of Usdan, Sherman/Hassenfeld and the Faculty Club will be billed an additional \$2.50 per person.

Upscale disposable service ware is included in all Breakfasts, Bistro Trays and Deli Platters, Afternoon Breaks, Specialty Stations and Receptions. If you prefer china instead of upscale disposable service ware for your function an additional \$2.50 per person for up to 300 guests will be added.

All events held in the Faculty Club are served on China and require wait staff. If you prefer that your Faculty Club event is served on disposable ware an additional \$2.50 per person will be added.

China service events incorporate standard house table linen for guest and food tables. If your event requires additional linens for reception tables & meeting tables, standard house linen can be provided in white, ivory or royal blue for \$ 5.00 each. A wide selection of colored napkins are also available to enhance your event. White skirting is available for \$32.00 per table. Please note that our standard house table linens are lap length.

Kosher Catering

Whether you require a single meal for a kosher guest or a full service event, we are able to fulfill all of your Kosher catering needs. Our Kosher catering is prepared in separate meat and dairy kitchens under rabbinical supervision. In order to keep with the highest level of Kashruth, Kosher hot meals and china service is only offered in the Sherman/Hassenfeld Conference Center. Whenever possible all catering orders should be placed at least ten (10) business days prior to your event. If you place an order or make changes to an existing order less than five (5) business days in advance of your event a 25% late fee will be applied to your order. Please see the Kosher section of this guide for menus.

Faculty Club

There is a \$1000.00 food and non-alcoholic beverage minimum in order to use the Main Dining Room. There is a \$500.00 food and non-alcoholic beverage minimum to use the Faculty Club Lounge or President's Dining Room Monday through Friday after 3pm and weekends. Wait staff fees are not included in the food and non-alcoholic beverage minimum. Should your group fail to meet these minimums you will be billed the difference. All events held in the Faculty Club include China service and therefore require wait staff. Please ask your event specialist for details.

Exceptional Enhancements**Specialty Linen**

A large variety of sizes and patterns of specialty linen are available to make your event extra special. Samples of linen are available upon request and are priced according to your needs.

China Patterns

While we offer our own house china for up to 300, we are pleased to offer a wide variety of china, flatware and glassware patterns that we would be happy to coordinate renting for your event. Samples are available upon request and are priced according to your needs.

Floral & Plant Arrangements

Whether planning an intimate setting where floral centerpieces are needed or elaborately themed events like a tropical paradise, Brandeis Catering is here to assist you with the details. Our top-notch local purveyors can deliver anything from flowers in bud vases to a roomful of palm trees.

Liquor

Brandeis University holds the appropriate licensing to serve all alcohol on campus. In order to maintain this license, trained and experienced staff must be present at each event to manage the service of alcohol in accordance with the Commonwealth of Massachusetts liquor laws. Brandeis University Catering will determine the appropriate number of bartenders to service your event. Any event with a cash bar held in a building other than Usdan, Sherman/Hassenfeld or the Faculty Club will be charged for a 1 day liquor license at \$250.00.

Miscellaneous

For the safety and well-being of our clients and guests, food and beverage are not permitted to leave the premises of a catered event. In the rare case there is remaining food, all efforts are made by the catering department to donate the food to a local reputable charity.

↻ Breakfast Menu ↻***Kosher Meat***

Please refer to the Kosher Dairy Menu for Breakfast Menus

All pastries and fruit are Parve

❧
❧ **Bistro Trays & Deli Platters** ❧

The following orders are accompanied with all necessary upscale disposable service ware as well as appropriate accompaniments based on your guaranteed guest count.
The following Bistro Trays & Deli Platters are designed for groups of 15 guests or more.

Celebrity Deli

\$ 21.50 per person

Design your own Sandwiches with this artful display of our in-house roasted meats to include

- Mustard-Soaked Char-grilled London Broil
- Carved Pepper Turkey Breast
- Adobo Rubbed Chicken Breast

Your choice of any two Gourmet Side Salads

Fresh-Baked Breads

Kettle Chips

Assorted Brownies and Cookies

Assorted Coca Cola® Sodas

The Traditional Sandwich Collection

\$ 16.09 per person

An assortment of our **Traditional Pre-Made Sandwiches** to include

- Italian Turkey Breast Wrap
- Roasted Tomato Hummus Wrap with Sprouts and Roasted Vegetables
- Albacore Tuna with Sun-Dried Tomato Spread on a Crusty Multi-Grain Roll

Seasonal Tossed Green Salad

Signature Macaroni Salad

Lay's® Potato Chips

Assorted Brownies and Cookies

Assorted Coca Cola® Sodas

Brandeis Deli Platter

\$ 14.45 per person

Choose 3 of the following meat selections

- Fresh Roasted Turkey Breast
- Smoked Turkey Breast
- All Beef Salami
- Chicken, Tuna or Egg Salad

Your Deli Buffet includes:

Signature Chipotle Macaroni Salad or Signature Potato Salad

Condiment Tray with Leaf Lettuce, Sliced Tomatoes & Kosher Dill Pickle Spears

Dijon Mustard and Mayonnaise

Assorted Sliced Breads & Rolls

Lay's® Potato Chips

Fresh Baked Cookies

Assorted Coca Cola® Sodas

🌀 Gourmet Side Salads 🌀

Small will accommodate 15 guests
 Large will accommodate 30 guests

Add any Gourmet Side Salad to one of our Bistro Trays and Deli Platters for only \$2.00 additional per person.

	Small	Large
Yukon Gold Potato Salad Tossed with Oven Roasted Green Beans, Grilled Onions & Peppers in Balsamic Vinaigrette	\$34.50	\$65.50
Signature Potato Salad Red Bliss Potatoes tossed with Chopped Egg, Celery, Onion and a Dijon Aioli	\$30.50	\$58.00
Signature Macaroni Salad Traditional Macaroni Salad with a twist – finished with a Creamy Mayonnaise Dressing	\$30.50	\$58.00
Seasonal Tossed Green Salad Mixed Greens tossed with Tomatoes, Cucumbers, Shredded Cabbage and Carrots with Balsamic Vinaigrette	\$30.50	\$58.00

🌀 Bistro Boxes 🌀

The following Bistro Boxes are designed for groups of 15 guests or more.
 Groups between 15 - 50 guests may choose up to three sandwich options.
 Groups over 50 guests may choose up to four sandwich options.

The Bistro Classic Box \$ 13.35 per person

Select on of our **Classic Pre-Made Sandwiches**

- Italian Turkey Breast Wrap
- Roasted Tomato Hummus Wrap with Sprouts and Roasted Vegetables
- Albacore Tuna with Sun-Dried Tomato Spread on a Crusty Multi-Grain Roll

Signature Potato Salad

Lay's® Potato Chips

Fresh Baked Cookie

Coca Cola® Soda

✧ Designer Entrée Salads ✧

Perfect for your next board meeting or luncheon meeting! These individually plated & served upscale salad selections are designed for groups of 20 guests or more. Your salad selection will be accompanied by Artisan Style Breads, Margarine, Iced Tea or Lemonade, and Water as well as a family style assortment of Decadent Dessert Bars and Cookies and Coffee Service. Price per person includes house china, flatware, house linen and wait staff for a two hour service period.

Mongolian Beef Salad \$ 26.00 per person

Chinese Cabbage tossed with Mint, Basil and Iceberg topped with Cucumbers, Scallions and Sliced Mongolian Beef with Rice, Picked Ginger and Sesame Dressing

Cajun Salmon Salad \$ 26.00 per person

Spicy Grilled Salmon served on a Bed of Mixed Greens paired with Black Bean Salad, Red Onion and a Fresh Crouton finished with a Creole Ranch Dressing

Tuscan Grilled Chicken \$ 25.00 per person

Iceberg Salad Mix topped with Sliced Rosemary Garlic Chicken, Traditional Panzanella Salad of Charred Peppers, Garlicky Croutons, and Cherry Tomatoes and Pappardelle Pasta Salad with Sun-dried Tomato Pesto

Greek Mezza Platter \$ 25.00 per person

Mediterranean Lentil Salad paired with Hummus and Eggplant Caponata on a bed of Iceberg served with Fresh Pita and Balsamic Dressing

Gourmet Cobb Salad with Turkey \$ 24.50 per person

Assorted Mixed Greens topped with Turkey, Avocadoes, Olives and Tomatoes, with a Balsamic Dressing

✧ Afternoon Breaks ✧

The following Afternoon Breaks are designed for groups of 50 guests or more with a two-hour service period. All Afternoon Breaks include appropriate upscale disposable service ware.

Healthy Rejuvenator \$ 10.00 per person

Fresh Sliced Fruit Platter

Grilled Summer Vegetable Kabobs
Served chilled drizzled with Balsamic Vinegar and Great Olive Oil

Organic Granola

Sweets and Sweets \$ 8.50 per person

Assorted Cookie Plate
With Chocolate Chip, Sugar and Oatmeal

Blondies and Chocolate Chunk Bars

Fresh Cut Fruit Kabobs

☛ Afternoon À la Carte Bakery & Snack Selections ☚

Our breakfast pastries are baked fresh daily in our on-campus bakery and are served with the appropriate accompaniments.

Finger Sandwiches (1 dozen minimum order per flavor)	
Tuna Salad	\$ 15.45 per dz.
Chicken Salad	\$18.50 per dz.
Egg Salad	\$ 15.45 per dz.
Freshly Baked Home Style Cookies (1 dozen minimum order)	\$ 9.50 per dz.
Chocolate Chip, Sugar & Oatmeal	
Monster Cookies (1 dozen minimum order)	\$ 15.00 per dz.
Chewy Chocolate Brownies (1 dozen minimum order)	\$ 13.00 per dz.
Congo Bars (1 dozen minimum order)	\$ 13.00 per dz.
Fancy Tea Cookies (5 dozen minimum order)	\$ 11.00 per dz.
Macaroons (1 dozen minimum order per flavor)	\$ 15.00 per dz.
Coconut or Almond	
Fresh Fruit Mosaic	\$ 64.90
Seasonal sliced fresh fruit	serves 25 guests

☛ Lunch & Dinner Buffet ☚

The following buffet meal is inclusive of house linen for guest seating and buffet table, house china, glassware, flatware and wait staff. The following Lunch & Dinner Buffet is designed for groups of 20 guests or more with a two hour service period.

All American Backyard BBQ \$ 26.25 per person

The Garden Salad

Crisp Iceburg and Green Leaf Lettuce with all the fixins' served with House Ranch and Light Herb Vinaigrette on the side

Red Skin Potato Salad

Country style with Celery, Onion, Chopped Egg and a touch of Relish

Summer Vegetable Rainbow Salad

Broccoli, Carrots, Zucchini Squash, Crisp Cabbage, Tomatoes, and Peppers in a Light Tart Vinaigrette

Choose any Two of our BBQ Entrée (add a third entrée for only \$4.50 additional per person)

Grilled Marinated Chicken Breast

Served with our **amaZING BBQ Sauces**

Classic Burgers

(Garden Burgers available)
served with Traditional Burger Fixins'

All Beef Hot Dogs

With sauerkraut

Baked Beans

Sweet and Tangy with Peppers and Onions

Corn on the Cob

Walnut Brownies and Assorted Cookies

For a real Backyarder
offer your guests Iced Tea
for only \$2.00 per person

amaZING BBQ Sauces collection includes:

Southwestern BBQ Sauce with Toasted Cumin
A hint of Spice and a Flavor punch!

Jamaican BBQ Sauce with Habanero Chilies
Spicy, Sweet and Summery

✧ Served Luncheon & Dinner ✧

The following served meals are inclusive of a pre-selected First Course, Entrée, Chef's Selected Seasonal Side Items, Dessert, Freshly Baked Rolls and Margarine, Java City® Regular and Decaffeinated Coffee, and Bigelow® Herbal Teas. Also included in the price per person is house linen for guest seating, house china, glassware, flatware and wait staff. The following served luncheon and dinner selections are designed for groups of 20 guests or more with a two hour service period. In order to keep with the highest level of Kashruth, the following Kosher hot meals are only offered in Sherman/Hassenfeld Conference Center. Kosher alternatives are available for events held in other buildings. Please ask your event specialist for details.

First Course Selections

Please choose one of the following:

Castle Hill House Salad

A mixture of Garden Greens with Teardrop Tomatoes, Sliced English Cucumber, Shredded Carrots and Radish topped with Seasonal House Dressing

Spring Mix of Greens

Topped with Glazed Pear and Roasted Shallots with Balsamic Dressing

Fancy Greens Salad

Arugula & Boston Bibb topped with Orange Segments and Toasted Walnuts with an Herbed Vinaigrette Dressing

Entrée Course Selections

Please choose one of the following:

	<i>Lunch</i>	<i>Dinner</i>
Tuscan Rubbed Chicken Breast with Mushroom & Garlic Stuffing with Sun-Dried Tomato Demi-glace	\$24.00	\$ 32.00
Rosemary Sage Pan Seared Chicken Breast finished with Braised Ciopollini Onions & Russian Fingerling Potatoes in a Rosemary Jus	\$ 23.50	\$ 31.00
Medallions of Chicken Sauté with Wild Mushrooms, Roasted Yellow Peppers & Chiffonade of Basil drizzled with a Madeira Reduction	\$ 22.50	\$ 30.00
Marinated Pan Seared Salmon Filet with Lemon Basil topped with Oranges and Oven Roasted Fennel Salsa	\$ 26.50	\$ 34.00
Vegetarian Mediterranean Sampler including Mediterranean Lentil Salad, Hummus, Tabouli and Sliced Cucumber served with Spiced Pita Triangles	\$ 22.00	\$ 29.50
Grilled Vegetable Medley Including select Chilled Seasonal Grilled & Oven Roasted Vegetables drizzled with Basil Olive Oil and Roasted Red Pepper Coulis served alongside Timbale of Cold Pasta Salad	\$ 22.00	\$ 29.50

Dessert Course Selections

Please choose one of the following:

Chocolate Torte with Vanilla Anglaise

Sliced Fresh Seasonal Fruit Plate with Wild Berry Garni

Seasonal Fresh Fruit Tart

☞ Reception & Appetizer Platters ☞

The following selections are designed for groups of 25. All items are served on upscale disposable service ware and accompanied with all necessary paper products.

Smoked Atlantic Salmon Platter Served with Chopped Egg Whites and Yolks, Sliced Tomato & Bermuda Onion	\$ 125.00 per side serves 15 – 20 people
Mediterranean Platter Mediterranean Lentil Salad, Hummus and Eggplant Caponata served with Pita Points	\$85.00
Fresh Fruit Mosaic Seasonal Sliced Fresh Fruit	\$ 64.90
Vegetable Market Basket with Fresh Lemon Basil Dip A colorful display of Crisp Seasonal Vegetables attractively arranged	\$ 41.25

☞ Butler Passed Hors d'oeuvres Selections ☞

The following selections are based on 50 pieces and require wait staff which will be billed at an additional \$125.00 for a two hour service period.

Cold Selections

Smoked Salmon on Toast Points	\$ 90.00
Grilled Vegetable Crustini with a Port Wine Reduction	\$ 75.00
Fresh Tomato Bruschetta	\$ 65.00

Hot Selections

Coconut Chicken with an Orange Marmalade Sauce	\$ 100.00
Spicy Thai Peanut Chicken Satay	\$ 100.00
Chicken Quesadilla Charred Tomato Salsa	\$ 87.50
Traditional Potato Pancakes with Apple Sauce	\$ 75.00
Duxelle Stuffed Mushrooms	\$ 75.00

☞ Specialty Stations ☞

The following stations are designed for groups of 50 guests or more with a two hour service period. They are designed as enhancements to your Butler Passed Hors D'oeuvres. Prices include linen for buffet tables and upscale disposable service ware. An additional charge of \$150.00 will be added for a required Chef attendant. Floral arrangements are available for an additional cost.

Quesadilla Bar \$12.50 per person

We'll set the stage... and your guests will get to make their own creations with the following ingredients
 Grilled Chicken
 Roasted Vegetables
 Tomatoes, Onions and Olives
 Our amaZING signature Salsas and Toppings Bar

⌘ Special Occasion Cakes ⌘

A variety of colors and accents are available to personalize your cake. Plates, forks & napkins are included. Candles are available upon request. The following prices include basic flower and border decorations as well as an inscription.

Choose one of the following cake flavors:

- Vanilla
- Chocolate
- White
- Marble
- Carrot Cake

Make your cake extra special with one of our fancy fillings:

- Raspberry
- Strawberry
- Chocolate Mousse

Decorative icing colors to embellish your cake available in the following colors:

- Blue
- Red
- Green
- Yellow
- Pink
- Chocolate
- Vanilla

Double Layer Full Sheet Cake (serves 100 – 110 guests)	\$ 93.60 each
Double Layer ½ Sheet cake (serves 50 – 55 guests)	\$ 64.40 each
9 in Round Cake (serves 12 – 18 guests)	\$ 26.00 each

☞ Beverages Selections ☞

Beverages will be delivered with the appropriate paper supplies and ice where necessary

Java City® Brews	\$ 2.50 per person
Regular and Decaffeinated Coffee & Bigelow® Herbal Teas with appropriate accompaniments	
For parties of 20 or more	
Bottled Minute Maid® Juices	\$ 1.75 each
15.2 oz. Bottles of Orange, Grapefruit, Cranberry or Apple Juice	
Assorted Canned Sodas	\$ 1.35 each
12 oz. Cans of Coke®, Diet Coke®, Sprite®, Diet Sprite®, Canada Dry® Ginger Ale	
Iced Coffee	\$ 2.50 per person
For parties of 20 or more	

☞ Water Dispensers ☞

Delivery Guidelines

Water dispensers are available for your event. Please consult with a CES representative to accommodate your event needs.

There is a \$50 fee for set up and pick up of the water dispenser. Paper cups will be needed and billed at \$1.75 per dozen ordered.

☞ Liquor Service ☞

Full service beverage service is available for all on-campus events. The following is a breakdown of alcoholic beverage costs. Please inquire with Conference & Events Services for a list of seasonal wines. Wines will be charged by the bottle for bars, receptions, and meals. Hard alcohol will be charged by the 1/10th of bottle. All invoices are based on guest consumption. Specialty wines and alcohol not listed are available and may be ordered for your event. You will be charged for specialty wines by the case and liquor by the bottle when available. Bartenders are required for all events featuring a bar and are billed an additional \$150.00 for a two hour service period.

Kosher Wine Selection

White & Red Wine

\$ prices vary

Many selections of wine are available to meet every budget.

Kosher Beer and Spirits are available upon request and priced accordingly.

Mixers

A selection of mixers to include Coca – Cola® Sodas, Minute Maid® Juices, Tonic, and Club Soda.