



C A T E

R I N G



AT **ROCKHURST**
UNIVERSITY



Our Menu



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PLANNING YOUR EVENT

This section will help you plan your event. It contains helpful suggestions as well as the procedures associated with planning your next catering event.



Welcome to Sodexho at Rockhurst University

Our Catering Manager will work in close partnership with you to customize your program, providing the highest level of food quality and service to assure the success of your event.



Our Philosophy is to provide a meeting and dining environment specialized to not only meet, but also exceed your expectations. Our team is committed to providing service and menu flexibility so that your event will be uniquely your own.



Please keep in mind that the menu items and services included in this brochure are a sampling of what we can do for you. Should your event require special services or dietary considerations, we will tailor our offerings to meet your needs.

We appreciate your business and will do whatever we can to make your event memorable, from start to finish. If you have any questions regarding our services, please call your Catering Manager, Sara McNeely at 816-501-4187 or email us at Sodexho@Rockhurst.edu.



We look forward to serving you.



A GREAT START

SUNRISE BREAKFAST

The menus below are all presented buffet style. However, if a served breakfast is desired, an appropriate menu can be customized to fit your needs. All set ups include freshly brewed coffee, decaf and hot tea.

EARLY RISER

An assorted pastry basket of mini danish, mini croissants, or mini muffins, and a bottled juice assortment of orange, apple and cranberry.

EYE OPENER

An assorted pastry basket of mini danish, donuts, or mini muffins, a bottled juice assortment of orange, apple and cranberry and an assortment of fresh seasonal sliced fruit.

SUNRISE START

An assortment of bagels and scones with accompaniments of fruit yogurt with granola, a bottled juice assortment of orange, apple and cranberry and an assortment of fresh seasonal sliced fruit.

MORNING BREAKS A LA CARTE

Cereal with milk
Seasonal fresh fruit salad
Seasonal whole fresh fruit
Seasonal fresh cut fruit

Please see your Catering Director about our Famous Cooked to Order Omelet Bar or Create a Breakfast Buffet

B R E A K F A S T



A GREAT START

SUNRISE BREAKFAST

The following items can be added on to any of the sunrise breakfast menus to create a custom menu for any occasion.

ENTRÉES

- Mushroom cheese strata
- Ham and potato frittata
- Lo-carb breakfast, assorted cheeses, hard-boiled eggs, and assorted meats platter
- Cereal with milk
- Yogurt with granola
- Assorted seasonal sliced fruit
- Scrambled eggs
- Scrambled egg toppings: melted cheese, sautéed onions and peppers, and mushrooms
- Bacon
- Ham steak
- Sausage links
- French toast
- Pancakes
- Home fried potatoes
- Hash browns
- Biscuits and gravy

BEVERAGES, SOLD BY THE PERSON

- Bottled iced tea
- Assorted soft drinks (cans)
- Assorted juice - by the person or bottle
- Bottled water
- Fresh brewed coffee
- Fresh brewed decaffeinated coffee
- Hot water for tea (includes decaffeinated)
- Hot chocolate

BAKERY A LA CARTE, SOLD BY THE PERSON

- Assorted bagels with condiments
- Assorted donuts
- Mini croissants
- Mini pastry
- Mini sticky rolls
- Assorted scones
- Low carb bakery basket
- Tea breads/pound cake
- Biscuit
- Assorted muffins

B R E A K F A S T



LUNCH TIME

EXPRESS LUNCHES:

Our signature specialty sandwiches can be prepared to suit your event. Limited time for lunch? We can package these to go with you or plated and preset along with your beverages and dessert to keep your program on time.

ALBUQUERQUE CHICKEN

Chicken sandwich with a Southwest flair served with side salad of the day, condiments, potato chips, cookies or brownies and a 12 oz canned beverage or 16.9 oz bottled water.

BISTRO GRILL

Grilled herb chicken breast with melted mozzarella and pesto mayonnaise on focaccia bread with the side salad of the day, condiments, potato chips, cookies or brownies and a 12 oz canned beverage or 16.9 oz bottled water.

GRILLED VEGETABLE BAGUETTE

Grilled vegetables with fontina cheese on a baguette with side salad of the day, condiments, potato chips, cookies or brownies and a 12 oz canned beverage or 16.9 oz bottled water.

GRILLED PORTOBELLO ON FOCACCIA

Grilled portobello mushroom sandwich with provolone cheese served with side salad, condiments, potato chips, cookies or brownies and a 12 oz canned beverage or 16.9 oz bottled water.

SWEET BEEF

Roast beef with caramelized onion and dijon mayonnaise on a baguette served with side salad of the day, condiments, potato chips, cookies or brownies and a 12 oz canned beverage or 16.9 oz bottled water.

ITALIAN PANINI

Salami, ham, provolone, roasted red peppers on a french roll with garlic mayonnaise, condiments, potato chips, cookies or brownies, and a 12 oz canned beverage or 16.9 oz bottled water.

TURKEY CHEDDAR WRAP

Turkey and cheddar with horseradish cream cheese on a flour tortilla, condiments, potato chips, cookies or brownies, and a 12 oz canned beverage or 16.9 oz bottled water.

PICNIC LUNCH

Assorted deli sandwiches on a roll or choice of sliced bread, featuring tuna, roast turkey breast, ham & swiss, condiments, potato chips, cookies or brownies, and a 12 oz canned beverage or 16.9 oz bottled water.

EXPRESS LUNCHES



LUNCHEON SALADS

LUNCHEON SALADS:

All of our luncheon salads include assorted crackers or breadsticks, assorted cookies or frosted brownies, iced water, iced tea, and coffee.

CHEF SALAD

A bed of mixed greens with julienne ham and turkey, cheddar cheese, hard boiled egg and honey mustard dressing with a dinner roll and butter.

COBB SALAD

A bed of mixed greens with smoked turkey, avocado, egg, bacon and crumbled blue cheese served with blue cheese dressing.

CAESAR SALAD

Fresh cut romaine lettuce with shredded parmesan cheese, focaccia croutons and Caesar dressing.

- * Add grilled balsamic chicken breast
- * Add beef strips

FRUIT AND COTTAGE CHEESE

Red seedless grapes, wedge of apples and oranges, sliced cantaloupe served with cottage cheese.

TRI-SALAD COMBO

A special mixture of fresh greens topped with a choice of three salads; chicken salad, egg salad, tuna salad and ham salad.

CHICKEN FAJITA SALAD

Fresh mixed greens, marinated sliced chicken breast, vegetables, tomatoes, shredded cheddar cheese and fried tri-color tortilla chips served with ranch dressing.

TACO SALAD

A crisp tortilla shell filled with spicy chicken, beef or refried beans. All are topped with shredded lettuce, diced tomatoes, sliced olives, shredded cheddar cheese, guacamole, sour cream and salsa.

LUNCHEON SALADS



LUNCHEON SALADS

LUNCHEON SALADS:

All of our luncheon salads include assorted crackers or breadsticks, assorted cookies or frosted brownies, iced water, iced tea, and coffee.

ANTIPASTO SALAD

Cubed salami, ham, sliced olives, diced tomatoes, cubed provolone cheese, tossed with fresh greens, spices and a red wine vinaigrette dressing.

SANTE FE CHICKEN SALAD

Fresh mixed greens topped with grilled marinated chicken breast, red and green pepper rings, black olives, cheddar cheese, guacamole, and tomato wedges. Served with assorted dressings.

THAI BEEF AND NOODLE JAZZ SALAD

Lime marinated beef tossed with Lo Mein noodles, Chinese cabbage, fresh spinach, basil, mint and peanuts served over a bed of baby greens and with a Thai dressing.

MEDITERRANEAN SALAD

Assorted mixed salad greens topped with lemon chicken, artichoke hearts, feta cheese, roasted red peppers, kalamata olives and red onions with balsamic vinaigrette.

VEGETARIAN HUMMUS PLATE

Hummus with pita & vegetable sticks. A traditional Hummus served with black olives, carrot and celery sticks and pita wedges.

BIG GREEK SALAD

Crisp mixed greens with Tabbouleh, roasted red pepper, crumbled feta cheese and falafel in a flat bread cone.

LUNCHEON SALADS



B O U N T I F U L B U F F E T S

SPECIALTY BUFFETS: (20 GUEST MINIMUM)

The following buffets have been created with distinctive themes for your event planning convenience. All are available at lunch or in the evening.

SLICERS DELI BUFFET

Sliced roast beef, ham, turkey, and tuna or chicken salad, with American, Swiss, and Provolone accompanied by assorted bread and rolls, relish tray with lettuce, tomato, pickles, onion, condiments, potato chips, choice of two salads (see below), cookies or brownies and iced water, iced tea, assorted canned sodas, and coffee.

SALAD CHOICES

Pasta Salad, Potato Salad, Red Potato Salad, Cole Slaw, Marinated Vegetables, Pea Salad, Antipasto Salad, Oriental Noodle Salad, Green Salad, Fresh Fruit Salad, 3-Bean Salad.

SALAD BUFFET

Seafood salad, chicken salad, tuna salad, egg salad and tossed garden salad with lettuce mix, tomatoes, cucumbers, red onion and croutons with a choice of two salad dressings all accompanied by assorted bread and rolls, relish tray with lettuce, tomato, pickles, and onion, condiments, potato chips, cookies, brownies and a 12 oz canned beverage.

CAESAR BAR

Romaine lettuce tossed with parmesan cheese, croutons, and caesar dressing served with rolls and butter, dessert bars and a 12 oz canned beverage.

OPTIONS:

- Add grilled chicken, grilled steak, grilled shrimp or grilled salmon

ROMA ITALIAN

Mixed green salad with Italian dressing and antipasto. Choice of two: penne, tri-color rotini or rigatoni with marinara sauce. Served with breadsticks, foil butter, shredded parmesan cheese, Italian cookies and pitchers of lemonade, iced tea and water.

B U F F E T S



MOVABLE FEASTS

MOVABLE FEASTS:

The following feasts have been created with distinctive themes for your event planning convenience. All are available at lunch or in the evening.

BASIC BBQ

Hamburgers and hot dogs, sliced cheese, choice of potato salad, macaroni salad or coleslaw, relish tray with lettuce, tomato, pickles and onions, condiments, potato chips, cookies or brownies, lemonade, iced tea, and water.

Above with Marinated Grilled Chicken
Add \$1.25

TEXAS STYLE BBQ

Pulled BBQ pork, BBQ chicken breasts, with bacon, cheddar BBQ sauce, corn on the cob, baked beans, hamburgers, cheeseburgers, beef hot dogs, vegetable burgers, potato salad, cole slaw, macaroni salad, relish tray with lettuce, tomato, pickles, onion, condiments, cookies, brownies and lemonade, iced tea, and water.

HOLIDAY DINNER

Tossed garden salad with lettuce mix, tomatoes, cucumbers, red onion and croutons with your choice of two dressings.

Roast turkey, with whipped potatoes and giblet gravy, country stuffing, corn, cranberry sauce, rolls and butter, pumpkin pie. Served with coffee, decaffeinated coffee, hot tea or ice tea.

FAJITA BAR

Choice of chicken, beef, shrimp or vegetable fajitas warm flour tortillas accompanied with spanish rice and traditional toppings with lemonade, ice tea, 12 oz canned beverage and dessert.

WINGS AND THINGS

Buffalo wings, blue cheese dressing, celery sticks, carrot sticks, Select two: California vegetable pizza, cheese pizza, pepperoni pizza and Caesar salad with assorted 12 oz canned beverages.



CULINARY CLASSICS

For an event that requires a more formal atmosphere, we suggest a served meal. Each menu item includes a choice of salad with dressing, choice of two accompaniments, fresh baked rolls and butter, fresh brewed coffee, decaffeinated coffee, hot tea, iced tea and choice of dessert.

BEEF

FILET MIGNON

Beef Tenderloin filet with your choice of sauce

ROAST TOP ROUND OF BEEF

Sliced roast top sirloin of beef carved and served with au jus

BEEF WELLINGTON

Tenderloin of beef wrapped in puff pastry with foie gras and cooked until golden brown

STEAK AU POIVRE

Delicious beef tenderloin served with a classic brandy sauce with green peppercorns

PORK

SOUTHWESTERN GLAZED PORK LOIN

Carved and served with a zesty chipotle pepper sauce

ANISE ROAST PORK

Oven roasted pork stuffed with savory figs and apples with a hint of anise

STUFFED PORK CHOP

Center cut pork chop stuffed with Cornbread and apple stuffing

PORK TENDERLOIN

Sliced tenderloins of pork dressed with a savory Dijon sauce

POULTRY

CHICKEN PICCATA

Boneless breast of chicken lightly sautéed and served in a light lemon sauce with capers

CHICKEN CORDON BLEU

Boneless breast of chicken rolled with imported ham and swiss cheese

CHICKEN SORRENTO

Boneless breast of chicken lightly breaded with prosciutto and eggplant topped with a light tomato sauce

ROSEMARY CHICKEN

Chicken breast with rosemary and garlic

ITALIAN CHICKEN

Boneless breast of chicken seasoned with Italian marinade and grilled

VEAL

VEAL PICCATA

A classic! Scaloppini of veal sautéed and flavored with lemons and capers

VEAL OSCAR

Veal cutlets topped with asparagus, lump crab and drizzled with hollandaise sauce

CLASSIC VEAL CHOP

Char-broiled veal chop served on a bed of spinach with garlic and caramelized onions

ITALIAN STYLE STUFFED VEAL CHOP

Veal chop stuffed with prosciutto, fresh mozzarella, roasted red peppers, and basil

C L A S S I C S



CULINARY CLASSICS

LAMB

LAMB CHOPS

Broiled lamb chops served with mint jelly

ROAST LEG OF LAMB

Boneless roast leg of lamb served with lavender, rosemary and garlic

SEAFOOD

SHRIMP SCAMPI

Shrimp sautéed with fresh herbs and garlic served over basil orzo

CHILEAN SEA BASS WITH SALSA

Tender and sweet sea bass grilled and topped with fresh tomato salsa

BROILED SALMON WITH DILL BUTTER

Salmon fillet broiled to perfection served with dill butter

AHI TUNA

Ahi Tuna grilled and served with a caponata relish

MARYLAND CRAB CAKES

Mouth watering Maryland lump crab cakes

ALMOND COCONUT TILAPIA

Baked tilapia fillet crusted with coconut, almonds and cuban seasonings

GARLIC ORANGE CHILI SHRIMP

Shrimp stir-fried with Asian vegetables, ginger, garlic and green onions in garlic orange sauce

VEGETARIAN

VEGETABLE NAPOLEON

Vegan Napoleon with portobello mushroom, eggplant, peppers, zucchini and yellow squash

EGGPLANT ROLLARD

Eggplant rollard stuffed with wild mushrooms and tofu, with roasted plum tomato sauce and polenta

CHEVRE, ORZO AND BASIL STUFFED PORTOBELLO

Portobello mushroom caps stuffed with chevre cheese, tri-colored orzo and fresh basil

SPAGHETTI SQUASH

Spaghetti squash with soffrito and vegan pinto beans

RAVIOLI PORCINI MOREL

Ravioli stuffed with porcini and morels in a light plum tomato sauce

VEGETARIAN LASAGNA

Lasagna noodles layered with fresh ricotta, mozzarella, and parmigiana cheese topped with a marinara sauce

C L A S S I C S



MENU ACCOMPANIMENTS

Menu accompaniments for lunch and dinner. All meals include one salad, one vegetable, one starch and one dessert.

SALADS

TOSSSED GARDEN SALAD

A fresh mix of lettuce with tomatoes, cucumbers, red onion and croutons and your choice of dressing

CAESAR SALAD

Romaine lettuce with parmesan cheese, garlic croutons and creamy caesar dressing

BUFFALO MOZZARELLA

Tomato and fresh basil with garlic vinaigrette

SPINACH SALAD WITH WARM BACON DRESSING

THAI CUCUMBER SALAD

ORZO

Sautéed spinach and feta

THAI PASTA SALAD WITH SNOW PEAS

ICEBERG WEDGE WITH MAYTAG BLEU CHEESE

PEAR AND TOASTED WALNUT SPRING SALAD



MENU ACCOMPANIMENTS

Menu accompaniments for lunch and dinner. All meals include one salad, one vegetable, one starch and one dessert. Below is a list of the accompaniments to the entree.

ON THE SIDE - SELECT TWO

- Baked potato served with butter sour cream and chives
- Country mashed potatoes
- Baked sweet potatoes
- Potatoes Anna
- Oven roasted garlic potatoes
- Rice pilaf
- Basmati rice
- Long grain and wild rice
- Whipped sweet potatoes
- Basil orzo
- Risotto with mushrooms
- Fresh broccoli spears
- Asparagus spears (seasonal)
- Fresh zucchini with garlic and basil
- Green beans with almonds
- Carrots vichy
- Baby carrots
- Baby squash

CAKES

- Chocolate cake
- Carrot cake
- German chocolate cake
- Pound cake with seasonal berries
- Cheesecake with strawberries
- Carrot cake with cream cheese frosting
- Bread pudding

SPECIALTY

- Sorbet
- Parfaits
- Tiramisu
- Crème Brûlée

DESSERTS

PIES AND COBBLERS

- Dutch apple pie
- Blueberry crisp
- Peach cobbler
- Pumpkin pie
- Key Lime pie
- Lemon meringue pie



FINISHING TOUCHES

DESSERT BARS, PER PERSON

Have your dessert bars cut into triangles, logs and squares to create an attractive platter

- Chocolate brownies
- Marble brownies
- Lemon bars
- Marshmallow krispies
- Raspberry ribbon brownies
- Smores
- Oreo dream bar
- Carrot cake bar
- Turtle brownie bar
- Square petit fours

COOKIES, PER PERSON

- Chocolate chip
- Oatmeal raisin
- Peanut butter drop
- Chocolate chocolate chip
- Macaroons

ICE CREAM SUNDAE BAR, 25 PERSON MINIMUM

Includes one 3 gallon tub of ice cream with your choice of vanilla, chocolate or strawberry

Select two sauces from the following:

- Chocolate
- Strawberry
- Caramel

Select 3 from the following toppings:

- Chopped nuts
- Sprinkles
- Crushed oreos
- Cherries
- Whipped topping

SNACKS, BY THE POUND OR PER PERSON

- Potato chips
- Pretzels
- Chips and salsa
- Pita chips with hummus
- Mixed nuts
- Granola bars

FINISHING TOUCHES



GOURMET DIPS/TRAYS AND DISPLAYS/CARVING STATIONS

ASSORTED DIPS, BY THE PERSON Served with crackers

- Spinach and artichoke dip
- French onion dip
- Garden vegetable dip
- Ranch dip
- Seven layer dip with tortilla chips

TRAYS AND DISPLAYS

- Cheese and crackers
- Imported/specialty cheese and gourmet crackers
- Fresh seasonal fruit and cheese
- Smoked salmon with condiments
- Mini rollers
- Tea sandwiches with assorted fillings: (Select 2,3 types)
tuna salad, egg salad, chicken salad
- Fresh seasonal fruit

CARVING STATION, BY THE POUND OR PER PERSON

Carved selections are accompanied by an assortment of miniature rolls, condiments and sauces. There is an additional charge per station chef.

Carving station comes with your choice of:

- Roast turkey with giblet gravy
- Mustard and apricot glazed ham
- Roast pork loin
- Roast top round of beef with au jus
- Roast tenderloin of beef

GOURMET DIPS
TRAYS AND DISPLAYS
CARVING STATIONS



H O R S D ' O E U V R E S

PRICED PER PERSON

The following hors d'oeuvres can be served passed on trays or set up as stationary buffets depending on the style of your event.

HOT

- Spanakopita
- Honey drizzled chicken drumettes
- Fried chicken tenders
- Coconut shrimp
- Mini chicken wellington
- Sausage bites with champagne mustard and white wine
- Eggrolls
- Vegetable spring rolls
- Stuffed mushroom
- Scallops wrapped in bacon
- Roasted new potatoes stuffed with chorizo sausage and sour cream
- Apricot sausage meatballs
- Brie with apricot chutney
- Potato skins
- Chicken & mushroom quesadilla tapas
- Crab rangoon
- Roasted red pepper and gouda quesadillas
- Grilled chicken and pepper jack cheese quesadilla triangles
- Honey ginger chicken satay
- Crab cakes
- Chicken chimichanga
- Asparagus wrapped in prosciutto and puff pastry
- Mini quiche

COLD

- Vegetarian sushi roll
- Crostini with roasted garlic, boursin and apple chutney
- Shrimp cocktail
- Phyllo cups with lemon-zest chicken salad
- Crenshaw or cantaloupe wrapped with prosciutto
- Skewered fruit with yogurt dressing
- Cucumber with roasted red pepper and smoked salmon mousse
- Tomato, mozzarella and basil crostini
- Belgium endive and herbed goat cheese
- Tuscan bruschetta
- Sundried tomato pesto and gorgonzola tarts
- Feta and roasted red pepper bruschetta



B E V E R A G E S

HOT, SOLD BY THE PERSON

- Brewed regular and decaf coffee
- Hot assorted tea
- Holiday wassail
- Hot cocoa (seasonal)

COLD

- Canned soda, (12 ounce)
- Bottled waters
- Bottled juices
- Milk (pint)

PUNCHES, SOLD PER PERSON

- Lemonade
- Apple juice
- Iced tea
- Cranberry punch
- Sparkling white grape punch
- Cappuccino ice cream punch

B E V E R A G E S



Catering Arrangements

Planning Your Special Event

We pride ourselves in being able to meet everyone's catering needs. The following steps will help you through the process of organizing your special function.

Arranging and Reserving a Date

Even if the date of the event is only tentative, please make arrangements with the catering department so that we can at least get you on our records. All other information, such as location, number of guests, time of the function, and menu selection, need to be decided at least two weeks before the function. This will ensure ample time for adequate staffing and the availability of the most suitable products. Sodexo must provide all food and beverages. You may contact the catering department at 816.501.4187 or contact us on our website at www.rockhurstdining.com/catering.html or email us at Sodexo@rockhurst.edu.



Reserving a Location

For all catered events, it is the responsibility of the host or hostess to make room reservations. To make these arrangements for an on-campus group, contact Julie McGaha, in the Physical Plant Office at x. 4649. Off-campus groups need to contact Kari Lund in the Office of Residence Life at x. 4126. Audio/visual equipment should be arranged with the AV Department at ext. 4286. Tables, chairs, and other equipment will need to be arranged by you through the Physical Plant Office at ext. 4649. When making the reservation please include any tables and trash cans that your function will require.



Contact the Catering Office

At least two weeks before the event, contact the Catering Office at 816.501.4187 or email us at Sodexo@rockhurst.edu or contact us through our website at www.rockhurstdining.com/catering.html or stop by our office located in Massman Hall. Some arrangements can be made by phone or email, others require an appointment with the Catering Manager, Sara McNeely. This is the time for a thorough discussion of all specifics and details. We can help you make all the necessary decisions to determine which of the services that we offer would best fit your needs. The office hours are Monday through Friday, 9 am-6pm, closed on some holidays, or by special appointment any other time.



After we have finalized all the details of your special event, you will receive a catering event contract to be reviewed and confirmed through the catering office. All cancellations and final changes, including the customer guarantee count and payment, **MUST** take place at least two business days prior to your function. The guarantee is not subject to change after this deadline. Charges will be incurred if you make any cancellations or changes after this time frame. If you do not contact us with a final count within the two business days allowed, we will prepare for the estimated number and charge accordingly. The billing will be for the final number of guests or the guarantee, whichever is greater.



Event Confirmation and Guarantees

A guarantee is required by noon two business days before your catered event. This confirmation and guarantee will include the exact times, location, attendance, menu choices and room setup. If your event is cancelled, you are responsible for contacting the Catering Department and canceling the event. If there is a cancellation at the last minute, you will be responsible for food prepared and all related labor incurred. If the university is closed due to inclement weather, the decision on whether or not to cancel the function will be up to the person hosting the event.

Payment

The Rockhurst University Business Office will debit your departmental account and send you a copy. All catered functions must have a Budget Code before the day of the event.



Delivery Fees

There is no delivery fee for catering services held within Massman Hall. Deliveries outside the building will be subject to a \$15.00 delivery charge on all orders less than \$75.00.

Alcohol Policy

All alcoholic beverages must be served by our personnel, and consumed in designated areas. Proof of age will be required. Rockhurst University and Sodexo reserve the right to refuse service of alcoholic beverages to any person.



Alcohol Service/Policy

A bar setup fee (if liquor is planned) at a dinner or reception is \$25.00, and will be applied to your bill. All necessary bar items, except the alcohol, are provided with this charge, including nonalcoholic beverages, ice mixers, napkins and plastic cups.

We recommend at least one bartender for every 75 -100 guests for Beer and Wine service. The charge for a bartender is \$25.00 per/hr with a 4 hour minimum. There is also a wine corkage fee of \$2.00/bottle; this charge will also be applied to your bill.



Catering Equipment

As the host of the catered event, you are responsible for the equipment we have provided for the service of your catered event. Any missing or damaged catering equipment or supplies will be charged to your account, at replacement costs. In the occurrence of a very large event, specialty equipment may need to be rented. We can provide this for you at an additional charge.

China Charges

It is the Rockhurst University policy to use disposable service in locations outside of Massman Hall. If your event warrants the use of china, we will waive this policy for an additional charge of \$2.00/person.



Floral Charges

We will be happy to order, receive and handle specific floral arrangements for you. For decorative requests an additional fee will be determined in accordance with your specific needs.

Linens and Skirting

We will provide linens and skirting for food and beverage tables at no charge. Linen rental is available for on campus use; tablecloths at \$4.00/ea., napkins at \$0.60/ea., skirted tables at \$17.50/ea. All orders less than \$75.00 will incur a charge for linen.



Late and Minimum Charges

A late charge of 15% (or \$20 for orders less than \$100) will be assessed for any event not booked by noon two business days prior to the event. We realize that special meetings may arise unexpectedly; we are able to help you with arrangements when you cannot provide two weeks notice.

Food Removal Policy

Due to health regulations, it is the policy of Sodexo that excess food items from events cannot be removed from the event site. Items purchased for pick up should be properly stored prior to the event and removed and disposed of by the host of the event.



