

Robert Morris University
Catering Guide



Catering Guide

Thank you for selecting us to cater your upcoming event! Our friendly staff and experienced culinary team pride themselves in building personal relationships and providing exceptional culinary experiences.

This menu guide has been prepared to help you plan your special events here at Robert Morris University. From a simple morning break, to a VIP luncheon or an elegant hors d'oeuvre reception, these pages are filled with fresh, contemporary menu ideas.

These menus represent only the starting point. Our Director of Catering will be more than happy to prepare a custom menu for your special event. Our desire is to serve you a truly memorable meal made of fresh, high-quality foods and prepared from scratch with authentic ingredients.

All prices based upon per person unless otherwise noted.

Contacts:

RMU Dining Services Catering Director

Phone: 412-397-3456

Fax: 412-397-2553

Location: Sewall Center, third floor

Conference and Facility Services

Phone: 412-397-3407

Fax: 412-397-2223

Location: Sewall Center, third floor

Website: www.rmu.edu/conferences

It is the policy of Robert Morris University to provide equal opportunity in all educational programs and activities, admission of students and conditions of employment for all qualified individuals regardless of race, color, sex, religion, age, disability, sexual orientation or national origin.

Coffee and Beverage Selections

Coffee service (regular, decaffeinated & hot tea) 0.95
Fruit punch 1.00
Sparkling fruit punch 1.00
Orange, apple or cranberry juice 1.00
Hot chocolate 0.85
Cold and hot cider (seasonal) 1.10
Iced tea and lemonade 1.00
Canned soda 1.25
Bottled spring water 1.50
Bottled sparkling water 2.00
Bottled fruit juice 2.50

Morning Break Selections

Fresh seasonal fruit salad 3.15
Whole fresh fruit 1.25
Fresh fruit platter with yogurt dip 3.25
Assorted Danish 1.30
Assorted muffins 1.30
Home-baked breakfast bread (per loaf) 10.30
Croissants with butter and jelly 1.35
Coffee cake (per cake) 10.30
Assorted biscotti 1.20
Petite cinnamon rolls 1.45
Assorted donuts 1.30
Granola bar (per bar) 1.20
Country biscuits with whipped butter and jam (per dozen) 7.35
Assorted bagels with cream cheese, butter and jelly 1.55
Smoked salmon platter 2.80



Buffet Breakfast Selections

Buffet price includes coffee/decaf/hot tea, appropriate accompaniments and food table linens.

Continental Breakfast 4.25

Chilled fruit juices, assorted Danish and muffins OR coffee cake OR bagels

Deluxe Continental Breakfast 6.00

Chilled fruit juices, assorted Danish and muffins OR coffee cake OR bagels,
sliced fresh seasonal fruit tray with yogurt dip

Healthy Alternative 5.70

Chilled fruit juices, assorted yogurts and granola, low fat muffins, sliced fresh seasonal fruit tray

Light Breakfast Buffet (15 guest minimum) 6.80

Chilled fruit juices, scrambled eggs, hash browns, assorted muffins, fresh seasonal fruit salad

Deluxe Breakfast Buffet (20 guest minimum) 8.65

Chilled fruit juices, buttermilk pancakes or French toast, sausage patties, links, or bacon, potatoes O'Brien or hash browns, scrambled eggs, fresh seasonal fruit salad, sweet rolls

Bagels with cream cheese, jellies and butter, add 1.35 per guest

Refresh 2.20

We recommend that Buffet Breakfast be refreshed after two hours.

Includes pastry and coffee service only

Served Breakfast Selections

Plated meal includes fresh fruit salad, choice of one starch, freshly baked pastry basket, coffee/decaf/hot tea and choice of either orange or cranberry juice. Meal price includes appropriate wait staff, linen for guest tables and china service.

Strawberry Crepes 9.65

Fine French pancakes filled fresh strawberries and topped with whipped cream

Quiche Lorraine 8.60

Eggs, cream, ham, Swiss cheese and onions baked in a flaky pie crust

Vegetable Quiche 8.60

Eggs, cream, seasonal vegetables and cheddar cheese baked in a flaky pie crust

Eggs Benedict 9.65

Poached eggs and sliced ham on an English muffin topped with Hollandaise sauce

Eggs Florentine 9.65

Poached eggs and sautéed spinach on an English muffin topped with béarnaise sauce

Frittata 8.60

Italian baked egg casserole. Choose from Western, meat lovers or vegetarian

Starches: Home fries, potato wedgies, grits, hash browns, tater tots, potatoes O'Brien

Meats (add your choice of one meat for an additional charge of 1.45 per person): Sausage links, sausage patties, turkey sausage, bacon, turkey bacon, ham

Basic Box Lunch

Includes appropriate condiments and paper products.

Choice of ham, turkey, grilled marinated vegetables or roast beef on a Kaiser roll with American or provolone cheese, lettuce and tomato, potato chips, fresh fruit, a cookie, canned soda or bottled spring water.
7.05



Gourmet Box Lunches

Includes side salad, bar dessert, canned soda or bottled water, appropriate condiments and paper products.

Nutty Chicken Sandwich 7.30

Grilled chicken breast with roasted red peppers and cilantro almond relish on a wheat roll

Pepper Crusted Beef, Bacon and Arugula Sandwich 7.30

On sourdough bread with spicy mustard

Smoked Turkey 7.30

Smoked turkey, roasted red pepper, herbed mayonnaise and field greens on a ciabatta roll

Portabella Pita Pocket 7.30

Portabella mushrooms, fresh spinach, Swiss cheese and herb mayo in a pita pocket

California Wrap 7.30

Smoked turkey, cheddar cheese, alfalfa sprouts, avocado, crisp greens on a herb wrap

Side Salads: Dijon redskin potato salad, whole wheat pasta salad, fresh fruit salad, grilled marinated vegetable salad

Desserts: Cappuccino bars, linzer torte bars, marble brownies, raspberry cheesecake bars

Super Subs and Deli Rings

Serves 10-12 Guests. Price includes paper products. Add a side salad and canned soda or bottled spring water for 2.15 per person.

Caribbean Jerk Chicken with Mango Chutney 32.03 each

Gourmet Italian 24.95 each

Capicola, ham, prosciutto, provolone, roasted red pepper, crisp greens, Italian dressing

Turkey Pesto 24.95 each

Deli turkey, lettuce, plum tomatoes, cucumber, red onions and pesto sauce

Grilled Vegetable 24.95 each

Grilled zucchini, yellow squash, red and green bell peppers drizzled with balsamic vinaigrette

Pizza

18" pizza is 16 cuts. The price includes paper products. Add tossed green salad with choice of two dressings and canned soda or bottled water for 2.15 per person.

Cheese pizza 10.10 each

White pizza 11.60 each

Pepperoni pizza 11.60 each

Vegetarian supreme 13.10 each

Up to three (3) additional toppings 2.15 extra

Each additional topping 0.85 each

Luncheon Entrée Salads

Includes freshly baked rolls, butter, salad dressing, dessert and beverage. These salads can be plated individually or offered buffet style.

Caesar Salad 5.35

Crisp romaine, Parmesan cheese and croutons served plain or with anchovies

Add sliced, grilled chicken breast or beef 2.80

Add salmon or shrimp 3.20

Pineapple Marinated Salmon with Asian Cabbage 9.95

On a bed of mixed greens with fresh grilled pineapple

Far Eastern Steak Salad 9.95

Grilled beef with shiitake, watercress and ponzu sauce

Grainy Mustard Chicken Salad 9.95

Grilled, julienned chicken breast, fresh green beans, cherry tomatoes and sliced almonds on a bed of crisp greens and served with grainy mustard dressing

Asian Chicken Noodle Salad 9.95

Rice sticky noodles with spring greens, apples and mint topped with tender slices of chicken breast with a sweet and tangy dressing

Substitute flank steak 1.00

Greek Salad 9.95

Artichoke hearts, kalamata, black and green olives, red onions and feta cheese in olive-oil lemon vinaigrette atop fresh salad greens

Grilled Chicken Salad 9.95

Marinated grilled chicken breast on mixed greens served with tomatoes, red onions, and shredded cheddar cheese

Luncheon Sandwich Board

Includes one side item, dessert, beverage and appropriate condiments.

Roast Beef Baguette 9.15

Thinly sliced roast beef, cheddar cheese, field greens, tomatoes and horseradish cream on a baguette

Rosemary Grilled Chicken Ciabatta 9.15

Marinated chicken breast served with light rosemary mayonnaise, lettuce and tomatoes on ciabatta bread

Smoked Turkey Club Wrap 8.60

Shaved smoked turkey, bacon, American cheese, lettuce and tomatoes in a herb wrap

Grilled Vegetable Foccacia 9.15

Portabella mushrooms, red onions, zucchini, yellow squash and roasted red peppers brushed with balsamic vinaigrette, grilled and served on foccacia bread

Red Pepper Hummus Pita 7.55

Roasted red pepper hummus, cucumber and sprouts on pita bread

Side Items: Creamy cole slaw, potato salad, pasta salad, marinated grilled vegetable salad, fresh seasonal fruit salad, potato chips

Desserts: Home-style cookies and marble brownies

Beverages: Bottled water, canned soda, iced tea, lemonade



Picnic Buffets

Includes chafers and table linens for the buffet.

Any additional linen or a chef to grill on site will be an extra charge.

Picnic Package #1 (15 guest minimum) **8.25**

Add grilled chicken breast **2.75**

Hamburgers, hot dogs, veggie burgers, buns, vegetarian baked beans, lettuce, tomatoes, cheese, pickles, choice of one (1) side salad, choice of one (1) dessert and choice of one (1) beverage

Picnic Package #2 (15 guest minimum) **13.35**

Add veggie burgers **1.70**

Country style BBQ ribs and chicken, corn on the cob, rolls, butter, choice of two (2) side salads, choice of two (2) desserts, choice of two (2) beverages

Side Salads: Cole slaw, potato salad, sweet and sour slaw, redskin potato salad, broccoli bacon salad, pasta salad, macaroni salad

Desserts: Cookies, brownies, pies

Beverages: Canned sodas, iced tea, lemonade, fruit punch, iced water



Cold Buffets

Includes buffet table linens, appropriate condiments and paper products.

Traditional Deli Buffet (15 guest minimum) **9.75**

Turkey, roast beef, baked ham, American and Swiss cheese, assorted breads, rolls, condiments, relish tray, potato salad or cole slaw, potato chips, assorted cookies and assorted canned soda

Gourmet Deli Buffet (15 guest minimum) **11.50**

Roast beef, ham, turkey, American, Swiss and pepper jack cheese, marinated grilled seasonal vegetables, assorted breads, chicken or tuna salad, condiments, relish tray, fresh seasonal fruit salad, redskin potato salad or pasta salad, potato chips or pretzels, assorted cookies, iced brownies, assorted canned soda or bottled spring water

Gourmet Salad Buffet (15 guest minimum) **11.70**

Sliced marinated grilled chicken breast, sliced marinated grilled flank steak, marinated grilled seasonal vegetables, seasonal greens, tomatoes, cucumbers, olives, red onions, shredded cheddar cheese, crumbled feta or blue cheese, assorted rolls, butter, fresh seasonal fruit salad or fruit pie, assorted canned soda or bottled spring water (choice of two dressings: ranch, balsamic vinaigrette, fat-free Italian, fat-free French, poppy seed, Caesar or blue cheese)

Minimums may be adjusted depending on availability

Hot Pasta Buffet

10.75 per person-25 guest minimum

Includes tossed salad, freshly baked rolls with butter and beverage.

Choice of two (2) pastas: rainbow rotini, linguini, farfalle, penne, cheese tortellini, cheese ravioli

Choice of two (2) sauces: marinara, meat, Alfredo, pesto cream

Choice of two (2) desserts: assorted cookies, frosted brownies, fruit or cream pie

Add meatballs or Italian sausage 2.20

Add julienned breast of chicken 2.80

Hot Entrée Buffets

12.85 per person-20 guest minimum

Includes rolls, butter, coffee, decaf, tea and iced water

Add a third entrée selection 15.50

Garden Salad Table (select 1)

Traditional Caesar salad

Greek salad/lemon oregano vinaigrette

Traditional spinach salad/poppy seed dressing

Mixed green stopped with seasonal vegetables/two salad dressings

Buffet Entrees (select 2)

Grilled Chicken with Fresh Tomato Salsa – Boneless breast of chicken topped with our own homemade salsa

Classic Lasagna - Multi-layered pasta with Italian cheese and marinara sauce, baked to perfection

English Style Scrod -

Filetofscrodtoppedwithbutteredseasonedbreadcrumbsandovenfinished

Sliced Roast Beef – Tender sliced beef in natural juices with a side of horseradish cream sauce

Chicken Saltimbocca - Boneless breast chicken stuffed with prosciutto and sage topped with provolone and served with marsala sauce

Chicken Cordon Bleu – Boneless breast of chicken stuffed with Swiss cheese and baked ham

Stuffed Portabellas (vegan) – Portabella mushroom caps stuffed with feta cheese, black olives, artichoke heart and roasted red peppers

Baked Ziti Marinara (vegetarian) – al dente ziti tossed with Italian cheeses, marinara sauce and baked

Side Dishes (select two): Roasted redskin potatoes, fresh seasonal vegetable medley, rice pilaf, scalloped potatoes, green beans amandine, broccoli with cauliflower and red pepper

Desserts (select two): Fruit pie (apple, cherry, or peach), cream pie (lemon meringue, coconut, or chocolate), carrot cake, angel food cake with seasonal fruit topping, New York style cheesecake, chocolate or vanilla mousse, chocolate or vanilla layer cake



Served Entrée Selections

Includes choice of one salad, one starch, one vegetable, one dessert, freshly baked rolls, butter, iced water and iced tea or coffee service.

Salads (choice of 1)

- Traditional Caesar
- Traditional spinach salad
- Garden salad with field greens
- Field greens with spiced almonds and dried cranberries
- Fresh tomato and mozzarella salad (seasonal)

Vegetables and Starches (choose 1 of each)

- Italian garden blend
- California blend
- Asparagus (seasonal)
- Green beans amandine
- Zucchini, squash and red bell pepper julienne
- Roasted seasonal vegetables
- Baked potatoes
- Roasted redskin potatoes
- Wild rice pilaf
- Orzo pilaf
- Penne Marinara
- Basmati rice

Desserts (choice of 1)

- Fresh fruit tart
- Tiramisu
- Chocolate silk pie
- Chocolate mousse with berries
- New York – style cheesecake with fruit topping

Entrées

Sauteed Chicken and Shrimp 15.05

Boneless breast of chicken and jumbo shrimp sautéed and napped in a lemon chive butter sauce

Traditional Stuffed Chicken Breast 10.95

Stuffed with sage scented bread dressing

Smoked Gouda and Prosciutto Stuffed Chicken 11.85

Boneless breast of chicken stuffed with smoked gouda and prosciutto, napped with pesto cream sauce

Chicken Parmesan 10.95

Breaded chicken breast topped with provolone and Parmesan cheese and smothered in marinara sauce

Pierre Breast of Chicken with Feta and Spinach 12.20

Chicken breast stuffed with feta cheese and spinach; served with a chicken velouté

Prime Rib of Beef (15 guest minimum) Market Price

Slow-roasted prime rib of beef, hand carved and served au jus

Filet Mignon Market Price

6oz. filet grilled to perfection and served with merlot demi glace

Beef Flank Steak 11.85

Grilled and served with wild mushroom sauce

Served Entrée Selections (cont.)

New York Strip Steak Market Price

10oz. steak grilled and served with gorgonzola cheese and balsamic reduction

Baby Rack of Lamb Market Price

Roasted to perfection in mustard and herb crust

Pork Medallions 15.05

Sautéed and served with seasonal fruit compote

Cornish Game Hen 14.05

Wild rice stuffing and natural juices

Salmon 14.05

Filet grilled and served with peas, pea tendrils and dill cucumber sauce

Maryland Crab Cakes Market Price

The classic...served with rémoulade sauce

Mediterranean Cod 14.05

Cod baked with citrus zest, kalamata olives, shallots, capers and plum tomatoes

Halibut Market Price

Baked and served with carrots, fennel, lemon and garlic

Wild Mushroom and Leek Tart (Vegetarian) 10.75

Wild mushrooms, leeks, gorgonzola cheese and fluffy eggs baked in a delicate crust

Vegetarian Pad Thai (Vegan) 11.85

A spicy stir fry of bean sprouts, rice noodles, fresh chilis, soy sauce and peanuts served over jasmine rice

Afternoon Break Selections

Make-Your-Own Trail Mix 2.75

Peanuts, dried cranberries, M&M's, raisins, granola, dried cherries, mini chocolate chips

Fitness Break 4.30

Seasonal fresh fruit, dried fruits, pretzels, yogurts, fruit juices and bottled waters

Sweet and Salty Break 3.25

Assorted packages of chips and pretzels, candy bars, bottled waters and canned sodas

Afternoon Tea 3.55

Basic tea sandwiches, tea cookies, biscotti and Harney Teas with honey and lemon

Potato Chips or Pretzels **0.50**

Potato Chips or Pretzels and Ranch Dip **1.95**

Tortilla Chips and Salsa **2.20**

Assorted Freshly Baked Cookies **1.00**

Petite French Pastries (per dozen) **Market Price**

Tea Cookies (per dozen) **7.05**

Petite Fours (per dozen) **8.70**

Mini Cheesecakes (per dozen) **8.10**

Fudge Brownies (per dozen) **8.70**

Assorted Bar Desserts (per dozen) **8.70**

Biscotti (per dozen) **8.10**

Hors d'oeuvres

Each item is priced per person for one (1) hour of service with reception portions.

- Mini Quiche **1.70**
- Meatballs –Swedish or BBQ **1.45**
- Asparagus Asiago Rolls **1.70**
- Stuffed Mushrooms **1.45**
- Chicken Satay with Spicy Peanut Dipping Sauce **1.70**
- Mini Crab Cakes with Remoulade Sauce **1.95**
- Cheese Quesadillas **1.45**
- Vietnamese Spring Rolls (cold) **1.70**
- Shrimp Cocktail **Market Price**
- Pineapple Chicken Skewers **1.70**
- Coconut Chicken with Plum Sauce **1.70**
- Coconut Shrimp with Orange Sauce **2.20**
- Fresh Mozzarella and Cherry Tomato Skewers **1.45**
- Fresh Fruit Kebabs **1.45**
- Smoked Salmon Pinwheels **1.95**
- Feta Cheese and Sun-dried Tomatoes in Phyllo **1.70**
- Finger Sandwiches (tuna, egg and chicken salad) **1.55**
- Gourmet Finger Sandwiches (roast beef & Boursin, smoked salmon, roasted turkey) **2.20**
- Basil Tomato Crostini **1.55**
- Artichoke Asiago Crostini **1.55**
- Wild Mushroom Crostini **1.55**



Beverage Service

Host Bar Hourly Cocktail Packages

Unlimited consumption of cocktails, draft beer, house wine and soft drinks on a per person basis.

- One Hour **16.00**
- Two Hours **18.00**
- Three Hours **20.00**
- Four Hours **22.00**

Host Bar Per Drink Basis

Cocktails are tabulated by bartender and host is responsible for payment. This is subject to a 17% service charge.

Cash Bar

Guest pay for their own cocktails.

- Cocktails **5.25**
- House Wine **4.75**
- Beer **4.25**
- Soft Drink **1.00**
- Juice **1.00**

Prices include Allegheny County Drink Tax

Platters and Stations

Each item is priced per person for one (1) hour of service. These prices are for parties of twenty-five (25) or more.

Domestic Cheese Tray 1.70

Cheddar, Swiss, pepper jack and provolone Cheese with mustard dipping sauce, assorted crackers and fresh fruit garnish

Imported Cheese Tray 2.50

Chef's selection of imported cheese with fresh fruit garnish and assorted crackers and baguettes

Grecian Platter 2.50

Hummus with pita bread, gourmet olives, red onions, feta cheese, roma tomatoes and cucumber slices

Mediterranean Platter 3.05

Hot capicola, soppressata, gourmet olives, fresh mozzarella, roma tomatoes, roasted peppers, bread twists

Tapas Platter 3.55

Assorted olives, marinated squid or shrimp, marinated seasonal vegetables, manchego cheese, toasted spicy cashews and assorted flat breads

Baked Brie (serves 20-25) 58.10

Brie wrapped in herbs or with pecans and brown sugar or your own custom creation, served with sliced baguette and grapes

Fresh Fruit Platter (seasonal) 2.25

Honeydew, watermelon, cantaloupe, grapes, strawberries and other seasonal fruits with yogurt dip

Vegetable Crudité Platter 1.50

A variety of mixed fresh vegetables served with ranch dressing

Gourmet Crudité Platter 2.50

A variety of gourmet fresh vegetables served with roasted red peppers or lemon herb dip

Hot Artichoke Dip with Pita Chips 1.50

Spinach Dip in a Rustic Pumpnickel Round (serves 20) 32.10

Cucumber and Feta Dip with Pita Chips 1.45

Roasted Red Pepper Hummus with Pita Chips 1.45

Stations

Each item is priced per person for one (1) hour of service. These prices are for parties of twenty-five (25) or more.

Carving Station 7.55

Your choice of turkey breast, roast beef or ham served with appropriate condiments

Pasta Station 6.55

Penne pasta and cheese tortellini tossed to order with marinara, Alfredo, olive oil, garlic, pesto, chicken, shrimp, sweet Italian sausage or seasonal vegetables

Stir Fry Station 6.55

Steamed white rice and lo mein noodles stir fried to order with a choice of shrimp, chicken or beef, with seasonal vegetables and assorted Asian sauces

Omelet Station 6.55

Omelets made from farm fresh eggs and filled to order with cheddar cheese, feta cheese, spinach, onion, ham, bell peppers, tomatoes and mushrooms

Robert Morris University Catering Guidelines

Guarantees: You should give the catering director an estimated number of people two (2) weeks in advance. This number should be 85% of your final guarantee to insure that no unnecessary costs are incurred by Catering. Regardless of the event size, your guarantee will be the final number of guests upon which your bill for services is based. This number must be submitted no less than forty-eight (48) hours prior to the event. Should the attendance exceed the guarantee, the bill will reflect the actual number of meals served.

Cancellations: In the event of cancellations, notification is required by calling the Catering Department at 412-397-3456 a minimum of seventy-two (72) hours prior to the event. Failure to inform our department of cancellation will result in billing for the entire function.

Payment: All charges will be invoiced to you by Robert Morris University.

Service Charge: A 17% service charge will be applied to all events.

Cocktail Services: The Pennsylvania Liquor Control Board regulates the service of all alcoholic beverages. We are responsible for the administration of and adherence to these regulations. Therefore, all liquor, wine and beer must be supplied and served by the Catering Department. The Catering Department will request proper identification (photo ID) of any person of questionable age and refuse alcoholic beverage service if the person is underage or proper ID cannot be produced. The Catering Department will refuse to serve any person who, in the Catering Department's judgment, appears to be intoxicated. A bartender from the Catering Department must be in attendance at all functions where alcoholic beverages are served. The fee for a bartender is \$18 per hour with a four hour minimum. We recommend one (1) bartender for every 50 guests.

Services Rendered: All waited events catered by the dining services in Sewall Center and the Ferry Room will include china service. Events that take place in any other location will require an additional charge for china if needed. If china is not requested, your event will be on paper service. Feel free to discuss any special arrangements or specifications when booking your event. Linens are available in almost any color; please check with the catering director. Special center pieces, floral decorations and candles are also available on request at an additional charge. Due to liabilities, all food and beverage items not consumed at the event must remain on the site of your event.

Special Requests: Whether you are planning a large banquet to honor a leader in community service, a power lunch for a brain storming session among committee members or a pizza party in the residence halls for a few friends, we are here to help! We offer a full range of catering services, from simple snacks to elegant banquets.

How do you place your order? If your event does not require a room reservation through the Conference and Facility Services Office, simply dial 412-397-3456 and place your order with the catering director. If your event requires a room, please contact Conference and Facility Services first at 412-397-3407. Please let your event manager know that you will require food service and your event will be referred to Catering through the appropriate channels of communication.

Minimums: Some of the selections in this guide require a minimum amount of guests. These can be adjusted based on availability. Simply inquire with the catering director on the availability options.



Prices in Catering Guide Include (by location):

Items	Sewall Center	Ferry Room	Other Moon Campus Facilities	Pittsburgh Center	Island Sports Center
China included for food and beverage selections	x	x			
Paper beverage, napkins, plastic glasses or paper hot cups, plastic plates and utensils			x	x	x
White linen for food service tables and guest tables when food is ordered	x	x	x	x	x
White linen for beverage tables when beverage only is ordered	x	x	x	x	x
White linen for cocktail tables and food tables when Hors d'oeuvres are ordered	x	x	x	x	x
White paper tablecloths for food and beverage tables for outdoor events	x	x	x	x	x
Appropriate accompaniments for coffee and beverages	x	x	x	x	x
Appropriate accompaniments for morning break selections	x	x	x	x	x
Appropriate accompaniments for breakfast selections	x	x	x	x	x

Frequently Asked Questions (Answers pertain to all locations)

Q: Is there a special charge for weekend or evening catering service?

A: No

Q: Are there additional charges for servers to serve a buffet, to butler hors d'oeuvres or to serve at a sit down dinner/lunch?

A: No

Q: What are the different types of catering service?

A: Buffet, Served (i.e. sit-down dinner, reception) and Drop off

Q: Is there an offsite delivery fee?

A: The offsite premises fee is \$150. However, there is no fee for catering done on the Moon campus, the Island Sports Center or the Pittsburgh Center.

Q: Do I have to pay for linen?

A: White linen costs are included for food and guest tables when food service is ordered. Linen is not included for guest tables for "beverage only" service. (Additional costs are applied for special linen requests such as: floor length, colored tablecloths or colored napkins)

Q: How much is cloth and skirting for registration tables, gift or any other non-food tables?

A: \$10 per table for white tablecloths and skirting

Q: What is a portion size?

A: Portion sizes vary based on individual items. Please contact the catering director for more information at 412-397-3456.

Q: Is there a difference between the portion sizes for dinner and for lunch?

A: Served entrees are the same for lunch and dinner. Buffet portions may vary depending on the item ordered.

Q: Can I order hot entrees for lunch or for dinner?

A: Yes

Q: How many pieces of hors d'oeuvres do I receive if I order them for my reception?

A: Hors d'oeuvres pieces served are based on the guaranteed number given but are replenished for one hour.

Q: Do I need to reserve a room before I confirm my food order?

A: Yes, a room reservation is required unless your event will be offsite. To reserve a space for your event, please call Conference and Facility Services at 412-397-3407. An event manager will assist you in planning and booking the space.

Q: Will I still have to pay for the food if I decide to cancel my event due to inclement weather?

A: Please contact the Catering Director to discuss your circumstances, and an amicable decision will be made. Remember, final guarantee is due 48 hours prior to event and 72 hours for cancellations.

Q: Can I have food or snacks available at my event to be purchased from a concession stand?

A: Yes. However, minimum sales must reach \$275 in the first four hours of operation. If the minimum is not met, a charge for the balance will apply.

Q: How do you apply sales tax and service charges?

A: A 7% sales tax is applied to food and beverages and a 17% service charge is added to food, beverages and liquor. There is no service charge for concession stand sales.

Q: How will I be billed?

A: You will be invoiced by Robert Morris University after the completion of your event

Q: How much does it cost to serve liquor, and what is the bartender fee?

A: A bartender fee of \$18 per hour is applied for a minimum of four hours. The cost for serving liquor is based on the type and amount of liquor served.

Q: Where can liquor be served?

A: Sewall Center, Ferry Room, Island Sports Center Sports Dome and Island Sports Center Ice House Bistro.

Q: What are the different types of bar service?

A: Charge on consumption and cash bar

Q: Can I bring in cookies and cakes for special events (i.e. wedding showers, receptions, baby showers)?

A: Special requests can be accommodated; however, prior arrangements must be made with the Catering Director.

Q: Can I take home any leftover food after my event is over?

A: No, due to RMU Dining Services policies and liabilities, all food and beverage items not consumed at the event must remain on the site of your event.

Q: Can I bring in my own centerpieces?

A: Yes. If you have any further questions please feel free to call the catering director or an RMU event manager.