Thank you for selecting Catering by Chartwells Dining Services! We are equipped with exceptionally experienced staff that are dedicated to your event. For your convenience we have created a selection of frequently requested and popular menu items.

In this guide you will find menus for:

• Breakfasts
• Salad Buffets
• Lunch and Dinners
• Hors D’oeuvres
• Breaks and Snacks

These menus are only a starting point and suggestions for clients. Our team of culinary experts are prepared to create a custom menu and experience for your event. Please contact Pace University Special Events to start planning your event. Thank you for choosing Pace University Catering. We look forward to working with you.

Normal Business Hours For Pace Catering
Monday-Sunday 8AM-6PM

For Holiday and Break hours of operation please reach out to Chartwells Catering
Signature Breakfast Meals
10 GUEST MINIMUM.

**Continental Breakfast (1.5 Pastries Per Person)**
Freshly Sliced Fruit
Mini Assorted Bagels, Cream Cheese
Mini Assorted Danish
Mini Assorted Muffins
Mini Assorted Scones
Fresh Coffee, Hot Tea, Orange Juice
9.25pp

**New Age Continental (1.5 Pastries Per Person)**
Freshly Sliced Fruit
Mini Assorted Danish
Mini Assorted Muffins
Mini Assorted Scones
Vanilla Yogurt
Granola
Fresh Coffee, Hot Tea, Orange Juice
10.25pp

**Oatmeal & Fruit Bar**
Oatmeal
Freshly Sliced Fruit
Mini Assorted Muffins
Vanilla Yogurt
Oatmeal/Yogurt Toppings: Cinnamon Sugar, Banana, Dried Cranberries, Raisins, Almonds and Granola
Fresh Coffee, Hot Tea, Orange Juice
7.15pp

**Ala Carte Breakfast**
10 GUEST MINIMUM.
Bottled Orange, Apple, Cranberry Juice 2.35each
Yogurt Parfaits 3.10each
Milk Half Pint 2.05each
Assorted Cereal Cups (milk half pints add’l) 3.10each
Bottled Water 1.55each
Water Bubbler (serves approx. 25pp) 15.99each
Seattle’s Best Fair Trade Organic Coffee & Tea Service 2.15pp
Box of Joe (10pp per box) 17.95per box

**By The Dozen**
Large Assorted Danish 17.45per dz
Large Assorted Muffins 19.50per dz
Large Assorted Croissants 18.35per dz
Large Assorted Bagels, Cream Cheese 19.99per dz
Mini Assorted Danish 13.35per dz
Mini Assorted Muffins 13.35per dz
Mini Assorted Croissants 13.35per dz
Mini Assorted Bagels, Cream Cheese 16.40per dz

Special Events New York  (212)346-1360 specialeventsnv@pace.edu
Special Events Westchester  (914)923-2774 specialeventswest@pace.edu
Signature Hot Breakfast Meals
10 GUEST MINIMUM.

Hot Breakfast Sliders
- Egg and Cheese  $2.05 each
- Bacon Egg and Cheese  $3.05 each
- Sausage Egg and Cheese  $3.05 each
- Ham and Cheese  $3.05 each
- Roasted Vegetable and Mozzarella  $3.40 each

Traditional Breakfast Buffet
Pancakes or French Toast, Maple Syrup, Butter Scrambled Eggs
Bacon and Sausage
O’Brien Potato Hash Brown’s
Assorted Mini Bagels, Cream Cheese
Freshly Sliced Fruit
Fresh Coffee, Hot Tea, Orange Juice
$13.30 pp

Country Buffet Breakfast
Scrambled Eggs
Bacon and Sausage
O’Brien Potato Hash Brown’s
Assorted Mini Bagels, Cream Cheese
Freshly Sliced Fruit
Fresh Coffee, Hot Tea, Orange Juice
$11.25 pp

Special Events New York  (212)346-1360 specialeventsny@pace.edu
Special Events Westchester  (914)923-2774 specialeventswest@pace.edu
Individual Gourmet Salads
MINIMUM 10PP, ONE SALAD PER GUEST

To make your meal a buffet, add $3.08 per person with a 10 person minimum. Buffet includes Entree Salad, Fresh Rolls and Butter plus Cookies, Brownies, Assorted Soda and Bottled Water and Coffee. All selections served on ecofriendly service ware.

**Salad Selections**

**Chicken Caesar Salad**
Crisp Romaine Lettuce
Tender Strips of Grilled Chicken Breast
Classic Caesar Dressing
Freshly Grated Parmesan Cheese
13.35 each

**Gourmet Chicken Walnut Salad**
Iceberg Lettuce
Chunky Chicken Breast
Honey Dijon
Crisp Celery
Onions
Toasted Walnuts
Dried Fruit
14.35 each

**Grilled Salmon Salad**
Baby Spinach
Grilled Salmon
Citrus Vinaigrette
Red Onion
Assorted Vegetables
15.40 each

**Southwest Steak Salad**
Field Greens
Tender Slices of Fajita Sliced Beef
Chipotle Dressing
Black Beans
Corn
Red Onions, Cilantro
Avocado
15.40 each

**Asian Noodle Salad (vegetarian)**
*Each Gourmet Salad may be presented deconstructed at no additional cost*
Napa Cabbage
Thin Rice Noodles
Sesame-Soy Vinaigrette
Snow Peas
Julienne Carrot
Julienne Peppers
Broccoli
14.35 each

**Soup**
(Minimum of 10 Guest, 12oz soup bowls will be provided)
Add Chicken Noodle or Chef’s Choice Vegetarian to Anything!
3.05PP
Create Your Own Salad Bar
MINIMUM 10 GUESTS

CHOOSE TWO (Meat)
Grilled Chicken
Marinated Beef
Albacore Tuna
Shrimp (additional .99pp)
Salmon (additional $2.99pp)

CHOOSE ONE (Salad)
Romaine
Iceberg
Spinach
Mesclun Greens

CHOOSE TWO (Dressing)
Caesar
Blue Cheese
Italian Vinaigrette
Balsamic Vinaigrette
Fat Free Ranch

CHOOSE UP TO SIX (Toppings)
Toasted Croutons, Tomatoes, Cucumbers, Carrots, Crumbled Blue Cheese,
Bacon, Cheese, Sliced Egg, Broccoli, Mushrooms, Peppers, Red Beans
16.40pp

MAKE IT A BUFFET
Buffet includes Entree Salad, Fresh Rolls and Butter
Cookies, Brownies, Assorted Soda, Bottled Water and Coffee.
3.08pp
Sandwich and Wrap Buffets
MINIMUM 10PP, ONE SANDWICH PER GUEST, ADDITIONAL MENU
SELECTIONS CONTINUED ON NEXT PAGE

Standard Sandwich Buffet
Choose Three (3) Sandwich Varieties
Choose One (1) Side Salad
Assorted Soda and Bottled Water
Sandwich Condiments
14.65pp

Executive Sandwich Buffet
Choose Four (4) Sandwich Varieties
Choose one (2) Side Salads
Assorted Soda and Bottled Water
Sandwich Condiments
16.70pp

Presidential Sandwich Buffet
Choose Four (4) Sandwich Varieties
Choose One (2) Side Salad
Assorted Cookies and Brownies
Chicken Noodle Soup or Soup Of The Day
Assorted Soda and Bottled Water
Sandwich Condiments
17.75pp

Cutler’s Display
Black Forest Ham
Roasted Turkey
Genoa Salami
Roast Beef
Assorted Rolls
Lettuce, Tomato, Onions, Pickles
American, Swiss and Provolone Cheeses
Choose One (1) Side Salad
Assorted Soda and Bottled Water
Sandwich Condiments
14.65pp

Bistro Boxed Sandwich Meals
Choose Three (3) Sandwich Varieties
Pasta Salad
Whole Fruit
Chips
Cookies (2pp)
Bottled Water
Sandwich Condiments
16.40

Bistro Boxed Salad Meals
Choose Three (3) Salad Varieties
Pasta Salad
Whole Fruit
Chips
Cookies (2)
Bottled Water
16.40
Sandwich and Wrap Selections

Traditional Sandwiches

Turkey
Roast Turkey Club
Honey Maple Turkey and Provolone
Smoked Turkey Club

Ham
Black Forest Ham and Brie
Classic Italian; Ham, Salami and Provolone
Ham, Roasted Pork, Swiss and Pickles

Chicken
Grilled Chicken Caesar
Chicken Breast, Roasted Peppers and Fresh Mozzarella
Lemon Grilled Chicken, Boursin Cheese, Avocado and Dijon Mustard
Traditional Fresh Chicken Salad

Beef
Roast Beef and Cheddar
Marinated Beef Tenderloin and Red Onion Marmalade

Salad
Traditional Fresh Tuna Salad
Fresh Tuna, Sundried Tomatoes, Pesto and Olives
Traditional Fresh Egg Salad

Seafood
Thai Shrimp and Asian Slaw

Vegetarian
Fresh Mozzarella, Tomato and Pesto
Grilled Portobello, Fresh Mozzarella, Roasted Vegetables and Pesto
Eggplant, Boursin Cheese and Sun-Dried Tomato Pesto

Vegan
Roasted Vegetables and Pesto Spread
Sliced Vegetables and Hummus Spread

Side Salad Selections
Salads Can Be Purchased À la carte with a 10 guest Minimum

Tossed Field Greens  3.05pp
Pasta Primavera  4.10pp
Caesar Salad  4.10pp
Greek Salad  4.10pp
Toasted Couscous, Dried Fruit and Mint  4.10pp
Cucumber, Tomato and Red Onion  4.10pp
Quinoa and Diced Vegetable Salad  4.10pp
Tomato, Basil and Basil  4.10pp
Asian Noodle Salad  4.10pp
Marinated Grilled Vegetable Salad  4.10pp
Fresh Fruit Salad  4.10pp
Marinated Mushrooms  4.10pp
Country Coleslaw  4.10pp
Party Subs

American: Turkey, Ham, Roast beef, American Cheese 66.60 112.75
Italian: Salami, Ham, Provolone 66.60 112.75
Caesar: Grilled Chicken, Parmesan Cheese, Caesar Dressing 66.60 112.75
Tuna: Fresh Tuna Salad 66.60 112.75
Vegetarian: Eggplant, Zucchini, Squash, Peppers, Mozzarella 66.60 112.75

Make it a Party with the Selections Below
Potato Salad or Macaroni Salad
Potato Chips
Assorted Cookies
Assorted Sodas and Bottled Water
Additional 5.99 pp

A La Carte Pizza
Plain Pizza Pie (8 slices) 14.25
Pizza Toppings .75 ea
Toppings
Sausage, Pepperoni, Mushrooms, Peppers, Pineapple, Ham, Meatballs, Broccoli, Tomatoes, Olives, Spinach
Includes Assorted Soda and Bottled Water (one beverage per two slices)

Pizza Party
Six (6)  Pies Included
Eight (8) Slices Each
One (1) Topping Per Pie
Thirty (30) Beverages (Half Soda/Half Bottled Water)
Toppings
Sausage, Pepperoni, Mushrooms, Peppers, Pineapple, Ham, Meatballs, Broccoli, Tomatoes, Olives, Spinach
92.25
Create Your Own Buffet
HALF PANS SERVE APPROX: 15PPL
FULL PANS SERVE APPROX: 30PPL
INCLUDES DINNER ROLLS and WATER BUBBLER

<table>
<thead>
<tr>
<th>ITALIAN MAIN COURSE</th>
<th>Full 81.99 Half 40.99</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sausage &amp; Peppers</td>
<td>Full 81.99 Half 40.99</td>
</tr>
<tr>
<td>Chicken Parmesan</td>
<td>Full 61.50 Half 30.75</td>
</tr>
<tr>
<td>Lemon Grilled Chicken</td>
<td>Full 76.85 Half 40.99</td>
</tr>
<tr>
<td>Traditional Lasagna</td>
<td>Full 76.85 Half 40.99</td>
</tr>
<tr>
<td>Vegetarian Lasagna</td>
<td>Full 76.85 Half 40.99</td>
</tr>
<tr>
<td>Tortellini Alfredo</td>
<td>Full 76.85 Half 40.99</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ITALIAN SIDES</th>
<th>Full 51.25 Half 25.60</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baked Ziti</td>
<td>Full 40.99 Half 19.45</td>
</tr>
<tr>
<td>Pasta Alla Vodka</td>
<td>Full 44.99 Half 29.99</td>
</tr>
<tr>
<td>Pasta Primavera</td>
<td>Full 59.99 Half 29.99</td>
</tr>
<tr>
<td>Grilled Vegetable Medley</td>
<td>Full 59.99 Half 29.99</td>
</tr>
<tr>
<td>Rosemary Roasted Potatoes</td>
<td>Full 59.99 Half 29.99</td>
</tr>
<tr>
<td>Rice Pilaf</td>
<td>Full 59.99 Half 29.99</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ASIAN MAIN COURSE</th>
<th>Full 84.99 Half 44.99</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Tso Chicken</td>
<td>Full 84.99 Half 44.99</td>
</tr>
<tr>
<td>Chicken and Vegetable Stir Fry</td>
<td>Full 84.99 Half 44.99</td>
</tr>
<tr>
<td>Orange Beef and Broccoli</td>
<td>Full 84.99 Half 44.99</td>
</tr>
<tr>
<td>Shrimp Lomein</td>
<td>Full 74.99 Half 39.99</td>
</tr>
<tr>
<td>Cantonese Shrimp and Vegetable Stir Fry</td>
<td>Full 84.99 Half 44.99</td>
</tr>
<tr>
<td>Sweet and Sour Pork</td>
<td>Full 84.99 Half 44.99</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ASIAN SIDES</th>
<th>Full 59.99 Half 29.99</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fried Rice</td>
<td>Full 59.99 Half 29.99</td>
</tr>
<tr>
<td>Shrimp Lo Mein</td>
<td>Full 59.99 Half 29.99</td>
</tr>
<tr>
<td>Steamed Jasmine White Rice</td>
<td>Full 49.99 Half 19.99</td>
</tr>
<tr>
<td>Bok Choy, Glazed Oyster Sauce</td>
<td>Full 59.99 Half 29.99</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>LATIN MAIN COURSE</th>
<th>Full 84.99 Half 44.99</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adobo Grilled Chicken Breast</td>
<td>Full 84.99 Half 44.99</td>
</tr>
<tr>
<td>Arroz con Pollo</td>
<td>Full 84.99 Half 44.99</td>
</tr>
<tr>
<td>Pernil, Roasted Pork, Sofrito</td>
<td>Full 84.99 Half 44.99</td>
</tr>
<tr>
<td>Chimichurri Marinated Beef</td>
<td>Full 94.99 Half 54.99</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>LATIN SIDES</th>
<th>Full 59.99 Half 29.99</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arroz Con Gandules</td>
<td>Full 59.99 Half 29.99</td>
</tr>
<tr>
<td>Plantains</td>
<td>Full 49.99 Half 19.99</td>
</tr>
<tr>
<td>Peppers and Onions</td>
<td>Full 49.99 Half 19.99</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FAVORITES</th>
<th>Full 39.99 Half 18.99</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mac n Cheese</td>
<td>Full 59.99 Half 29.99</td>
</tr>
<tr>
<td>Steamed Broccoli</td>
<td>Full 59.99 Half 29.99</td>
</tr>
<tr>
<td>Sautéed String Beans</td>
<td>Full 59.99 Half 29.99</td>
</tr>
<tr>
<td>Roasted Salmon, Lemon Beurre Blanc</td>
<td>Full 129.99 Half 64.99</td>
</tr>
<tr>
<td>Blackened Tilapia</td>
<td>Full 119.99 Half 54.99</td>
</tr>
<tr>
<td>Sliced Turkey Breast w/ Gravy</td>
<td>Full 64.99 Half 34.99</td>
</tr>
<tr>
<td>Stuffing</td>
<td>Full 34.99 Half 19.99</td>
</tr>
<tr>
<td>Mashed Potatoes</td>
<td>Full 34.99 Half 19.99</td>
</tr>
</tbody>
</table>
**All Inclusive Buffets**

(25pp Minimum)

**Barbecue**
- Hamburgers
- Turkey Burgers
- Veggie Burgers
- Hot Dogs
- Grilled Chicken Breast
- Hamburger/Hot Dog Buns
- Garden Salad, Italian Vinaigrette
- Potato Chips
- Freshly Sliced Watermelon
- Assorted Cookies and Brownies
- Condiments: Mustard, Ketchup, Lettuce, Tomato, Sliced Cheese
- Iced Tea, Lemonade and Water

17.40pp

**Southern Hospitality**
- Pulled BBQ Pork Shoulder
- Carolina Honey Mustard Grilled Chicken Breast
- Mac & Cheese
- Vegetarian Calico Baked Beans
- Cole Slaw
- Corn Bread
- Freshly Sliced Watermelon
- Assorted Cookies and Brownies
- Assorted Soda and Bottled Water
- Fresh Coffee and Tea

17.40pp

**Taco Salad Buffet**
- Tortilla Salad Bowls
- Seasoned Beef
- Southwest Shredded Chicken
- Black Beans
- Lettuce, Tomatoes
- Cheese, Sour Cream
- Salsa, Guacamole
- Assorted Cookies and Brownies
- Assorted Soda and Bottled Water
- Fresh Coffee and Tea

13.30pp

**Greek Celebration**
- Chicken Souvlaki
- Gyros
- Spanakopita with Tomato, Onion
- Tzatziki Sauce
- Greek Salad and Pita Bread
- Assorted Cookies and Brownies
- Assorted Soda and Bottled Water
- Fresh Coffee and Tea

16.60pp

Special Events New York  (212)346-1360 specialeventsny@pace.edu
Special Events Westchester  (914)923-2774 specialeventswest@pace.edu
All Inclusive Buffets
(25pp Minimum)

Ciao, Roma!
Caesar Salad
Chicken Marsala
Baked Penne Alfredo
Sautéed Vegetable Medley
Parmesan Garlic Bread
Assorted Cookies and Brownies
Assorted Soda and Bottled Water
Fresh Coffee and Tea
16.40pp

Sono Buffet
CHOOSE TWO:
Chicken Fajita
Pork Carnita
Ground Beef
Grilled Vegetables
INCLUDES:
Hard and Soft Tacos
Chopped Romaine, Tomatoes, Avocado
Guacamole
Black Beans and Corn
Tortilla Chips and Salsa
Assorted Cookies and Brownies
Assorted Soda and Bottled Water
Fresh Coffee and Tea
15.35pp

Mongolian Wok
CHOOSE TWO:
General Tso Chicken
Kung Pao Chicken
Orange Beef and Broccoli
Sweet and Sour Pork
Shrimp and Vegetable Stir Fry
INCLUDES:
Stir Fried Vegetables
Fried Rice
Asian Salad, Sesame-Soy Vinaigrette
Assorted Cookies and Brownies
Assorted Soda and Bottled Water
Fresh Coffee and Tea
17.40pp

“The One Sushi” Party
MINIMUM 10 ROLLS
California Roll 7.15per roll
Spicy Tuna 7.15per roll
Salmon Avocado 7.15per roll
Shrimp Tempura 8.15per roll
Includes: Soy Sauce, Wasabi, Ginger, Chopsticks

Special Events New York (212)346-1360 specialeventsnys@pace.edu
Special Events Westchester (914)923-2774 specialeventswest@pace.edu
## Snacks

**PRICED PER POUND. SERVES APPROX. 15 GUESTS**

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dry Roasted Peanuts</td>
<td>5.10/lb</td>
</tr>
<tr>
<td>Party Mix</td>
<td>7.15/b</td>
</tr>
<tr>
<td>Pretzels</td>
<td>5.10/lb</td>
</tr>
<tr>
<td>Potato Chips</td>
<td>6.15/b</td>
</tr>
<tr>
<td>Tortilla Chips</td>
<td>3.35/lb</td>
</tr>
<tr>
<td>Popcorn</td>
<td>2.35/lb</td>
</tr>
<tr>
<td>Lays Chips 1oz Bag</td>
<td>1.05/each</td>
</tr>
<tr>
<td>Smart Popcorn 1oz Bag</td>
<td>1.05/each</td>
</tr>
</tbody>
</table>

## PRICE PER PINT. SERVES APPROX. 15 GUESTS

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>French Onion Dip</td>
<td>5.00/Pint</td>
</tr>
<tr>
<td>Salsa</td>
<td>3.65/Pint</td>
</tr>
<tr>
<td>Pico de Gallo</td>
<td>6.15/Pint</td>
</tr>
<tr>
<td>Guacamole</td>
<td>7.15/Pint</td>
</tr>
</tbody>
</table>

## Party Trays & Snacks

### Domestic Cheese Tray with Crackers
Assorted Cheeses served with Crackers and Garnished with Grapes.

- Standard (20ppl) 81.99
- Large (30ppl) 133.25

### Crudité Tray with Dip
Fresh seasonal Vegetables Plus Low-Fat Ranch Dip

- Standard (20ppl) 71.75
- Large (30ppl) 122.99

### Freshly Sliced Fruit Platter
Freshly Sliced Fruit

- Standard (20ppl) 101.50
- Large (30ppl) 169.10

### Antipasto Platter
Fresh Mozzarella, Roma Tomato and Basil Pesto
Assorted Italian Meats and Cheeses
Marinated Mushrooms & Artichokes
Roasted Red Peppers
Spiced Olives
Focaccia Bread

- Standard (20ppl) 99.00
- Large (30ppl) 164.99

### Crostini and Company
CHOOSE TWO:
- Hummus
- Fresh Mozzarella and Basil Pesto
- Tuscan White Bean Spread
- Eggplant Caponata
- Olive Tapenade
- Caramelized Onions
- Tabbouleh
- Whipped Boursin Cheese

Includes: Toasted Crostini Bread

- Standard (20ppl) 76.85
- Large (30ppl) 153.75

---

**Special Events New York**  (212)346-1360 specialeventsny@pace.edu
**Special Events Westchester**  (914)923-2774 specialeventswest@pace.edu
Party Trays & Snacks (continued)
10PP MINIMUM

**Tea Time** (2 tea sandwiches per person)
- Traditional Finger Sandwiches
- Cucumber Dill & Tomato
- Roti Turkey with Muenster
- Italian Tuna Salad
- Roast Beef & Cheddar with Red Onion Marmalade
- Assorted Mini Scones, Tea Biscuits
- Coffee & Tea Service
  7.75pp

**Heart Healthy**
- Assortment of Nutri-Grain Bars
- Ice Tea and Bottled Water
- Whole Fruit
  6.65pp

**Rejuvenator**
- Diced Fruit
- Granola
- Vanilla and Strawberry Yogurt
- Nutri Grain Bars
- Ice Tea and Bottled Water
  7.65pp

**At the Movies**
- Popcorn
- NY Soft Pretzels
- Peanuts
- Whole Fruit
- Nachos
- Melted Cheese
- Assorted Soda and Bottled Water
  6.75pp
Gourmet Sweets
(MINIMUM 10PPL) (1.5 PER GUEST)

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cheesecake Bars</td>
<td>4.10pp</td>
</tr>
<tr>
<td>Double Fudge Brownies</td>
<td>4.10pp</td>
</tr>
<tr>
<td>Lemon Bars</td>
<td>4.10pp</td>
</tr>
<tr>
<td>Chocolate Chip Bars</td>
<td>4.10pp</td>
</tr>
<tr>
<td>Pumpkin Bars</td>
<td>4.10pp</td>
</tr>
<tr>
<td>Rice Krispy Treats</td>
<td>4.10pp</td>
</tr>
<tr>
<td>Gourmet Cookies</td>
<td>4.10pp</td>
</tr>
<tr>
<td>Frosted Cupcakes</td>
<td>4.10pp</td>
</tr>
<tr>
<td>Apple Crumb Bites</td>
<td>4.10pp</td>
</tr>
<tr>
<td>Petit Fours</td>
<td>5.10pp</td>
</tr>
<tr>
<td>Gourmet Cookies</td>
<td>5.10pp</td>
</tr>
<tr>
<td>Chocolate Dipped Strawberries</td>
<td>(Market Price)</td>
</tr>
<tr>
<td>Assorted Italian Pastries</td>
<td>4.99pp</td>
</tr>
<tr>
<td>Assorted Italian Cookies</td>
<td>3.99pp</td>
</tr>
<tr>
<td>Large Cupcakes</td>
<td>18.45 per dozen</td>
</tr>
<tr>
<td>Mini Cupcakes</td>
<td>16.35 per dozen</td>
</tr>
<tr>
<td>Assorted Cookies</td>
<td>3.05pp</td>
</tr>
<tr>
<td>Assorted Brownies</td>
<td>3.05pp</td>
</tr>
</tbody>
</table>

Cupcake Flavors available:
Vanilla, Chocolate, Red Velvet
Icing Flavors available:
Vanilla or Chocolate

Cakes
(BASIC INSCRIPTION IS COMPLIMENTARY)

Please inquire about available flavors

<table>
<thead>
<tr>
<th>Size</th>
<th>Serves</th>
<th>Standard</th>
<th>Specialty</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Sheet</td>
<td>60-70</td>
<td>170.00</td>
<td>182.00</td>
</tr>
<tr>
<td>½ Sheet</td>
<td>30-35</td>
<td>90.00</td>
<td>100.00</td>
</tr>
<tr>
<td>¼ Sheet</td>
<td>18-22</td>
<td>50.00</td>
<td>58.00</td>
</tr>
<tr>
<td>10” Round</td>
<td>18-20</td>
<td>42.00</td>
<td>50.00</td>
</tr>
<tr>
<td>7” Round</td>
<td>8-10</td>
<td>29.00</td>
<td>35.00</td>
</tr>
</tbody>
</table>

Pie
(APPLE, BLUEBERRY, CHERRY, LEMON MERINGUE OR PEACH)

<table>
<thead>
<tr>
<th>Size</th>
<th>Serves</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>10” Pies</td>
<td>8 slices</td>
<td>15.99</td>
</tr>
</tbody>
</table>
Beverages
10 Guest Minimum

Iced Tea  2.05pp
Lemonade  2.05pp
Seattle’s Best Coffee  2.15pp
Box of Joe (10pp per box)  17.95 per box
Hot Chocolate  2.15pp
Hot Apple Cider  2.05pp
Iced Water Bubbler (serves approx. 25pp)  15.99 each
Bottled Water  1.55 each
Assorted Soda  1.55 each
Sparkling Water  3.05 each
Gatorade  3.05 each
(Fruit Punch, Lemon Lime, Glazer Freeze)

Specialty Punches
One Bubbler Serves Approximately 20 Guests
74.99 per bubbler

CHOOSE ONE
• Sunshine Fizz
  Orange Juice, Pineapple Juice, Ginger Ale

• Berry Spritzer
  Raspberry, Blueberry, Blackberry, Ginger Ale

• Golden Tropical
  Orange Juice, Mango, Pineapple, Lemonade, Ginger Ale
**Hot Hors D`oeuvres**

100 PIECES $179
TWO CHOICES PER 100 PIECES.
RECOMMEND FOUR PIECES PER PERSON

**AIR**
- Sesame Chicken Strip
- Chicken Cordon Bleu Bites
- Chicken Satay
- Chicken Quesadilla

**LAND**
- Chorizo Empanada
- Ham and Brie Mini Quiche
- Pigs in a Blanket
- Assorted Quiches

**SEA**
- Coconut Shrimp
- Mini Crab Cakes

**VEGETARIAN**
- Spanakopita
- Brie Cheese and Raspberry Triangle
- Vegetable Quiches
- Vegetable Samosa
- Black Bean and Roasted Corn Quesadilla

**Cold Hors D`oeuvres**

100 PIECES $154
TWO CHOICES PER 100 PIECES.
RECOMMEND FOUR PIECES PER PERSON

**AIR**
- Shredded Fajita Chicken, Tortilla Crisp
- Smoked Duck w/ Cranberry Mousse

**LAND**
- Beef Tenderloin and Boursin on a Polenta Cake
- Pull Pork, BBQ Sauce, Texas Toast Square

**SEA**
- Fillo tartlette with shrimp and tarragon salad
- Cucumber and Shrimp Mousse Canapes
- Miniature Shrimp Canapes

**VEGETARIAN**
- Bruschetta with Roma Tomato, Fresh Mozzarella
- Mission Black Fig with Blue Cheese Mousse
- Polenta with Balsamic Mushroom Tapenade
- Caprese Salad Skewers
- Israeli Cous Cous and Mint Salad Shooters
- Fall Shell Beans and Roasted Corn Succotash Mini Plate

**Alcohol Beverages**

- Client Must Supply Wrist Bands For Eligible Guests
- Client Must Notify Security Of Event
- Alcoholic Beverages Not Permitted To Leave Event Space
- Tips Certified Bartender Must Be Provided ($225 Per Bartender)
- Alcoholic Beverages Cannot Be Served At Events Taking Place In Classrooms.

- **House Chardonnay** 18 per bottle
- **House Merlot** 18 per bottle
- **Beer** 6 per bottle
- **Champagne** 20 per bottle
- **Non-Alcoholic Champagne** 15 per bottle

**Kosher Offerings**

More extensive menus are available. Please contact special events. Kosher pricing is applicable in on the New York City Campus Only. For events in Westchester contact special events for specialty/custom menu items.

- **Executive Sandwich Platter** 35.99 each
  Includes: Salad, Sandwich, Fruit, Sweets, Soda or Water

- **Executive Salad Platter** 35.99 each
  Includes: Salad, Sandwich, Fruit, Sweets, Soda or Water

- **Individual Salads** 8.25 each

More Extensive Menus Are Available. Please Contact Special Events.

**Miscellaneous**

- **Linen (navy blue, gold, white)** 12.00 each
- **Skirts (NYC) (navy blue)** 18.00 each
- **Skirts (PLV) (navy blue)** 49.99 each
- **Paper Table Clothes (white rectangle)** 5.50 each
- **Paper Table Clothes (white round)** 6.50 each
- **China Rental Plated Dinner (estimate)** 20.00 pp
- **China Rental Reception (estimate)** 15.00 pp
- **High-End Plasticware** 4.99 pp
- **Table Rental** 15.00 per table
- **Chair Rental** 5.00 per chair
- **Butlers, Bartenders (4 hours minimum)** 225.00 each butler
  ($30 each additional hour)
- **Weekend Events** 50.00 Service Fee

Special Events New York  (212)346-1360 specialeventsnv@pace.edu
Special Events Westchester  (914)923-2774 specialeventswest@pace.edu
POLICIES

The Special Events department works with both internal and external clients to provide the appropriate venue and support services for your event. Once you have submitted a web viewer request form (found at events.pace.edu) and received the R25 confirmation for your space, you should then place your catering order and open the PO. Once the order is finalized and Special Events has the PO, the catering order will be sent thru the system to Pace Catering (Chartwells Dining Services).

The Pace Catering Menu can be found online at (insert web address).

ORDERING TIMELINE & GUIDELINES
1. For events under 100 people, orders must be received by Chartwells (via Special Events) at least three business days prior to the date of the event.
2. For events 100 people or more, orders must be received by Chartwells (via Special Events) at least five business days prior to the date of the event.
3. Orders less than the minimum number of guests will be charged the minimum.
4. Depending on the nature of your event, additional catering fees may apply such as: late order fees, cancellation fees, small order fees, and labor charges. (Please see additional sections regarding these fees).
5. Any orders made after the timelines detailed in numbers 1 and 2 above will be fulfilled at the discretion of Pace Special Events and Catering.
6. PLEASE NOTE: Catering requires advance notice for all cancellations (Please see the “Cancellations” section below for more details).

GREEN/SUSTAINABLE CAMPUS
Events include disposable/compostable plates, cups and plastic ware unless otherwise purchased.

VEGETARIAN/VEGAN/GLUTEN FREE
Pace Catering prides itself on offering balanced and healthful options for all dietary preferences. However, if you are unsure or have special requests please do not hesitate to contact the Special Events office.

ALCOHOL
Federal, State, Local and Pace University Administration govern an alcoholic beverage policy. All persons consuming alcohol must provide proof of age (twenty one years old)
1. The sponsoring department will be responsible for monitoring alcohol consumption.
2. Wrist bracelets must be provided for of age guests (see Special Events for provision of bracelets).
3. A TIPS certified bartender must be hired for all events serving alcohol (four hours @ $225ea).
4. Pace security must be notified prior to the event.
5. Alcohol must be purchased through Pace Catering services.
6. No Alcohol can be removed from the Event Space.
7. Alcoholic beverages cannot be served at events occurring in classroom spaces.

LINEN
Linen and skirting is included for all food and beverage displays. Additional costs apply to linen for seating tables, registration tables, etc. Contact Pace Special Events for a detailed estimate.

WAITSTAFF
Pace Catering services will drop off, setup and clean-up all events occurring within normal business hours (see page 2). Pace Catering may require additional wait staff based on the size, scope and location of the event.
1. Wait staff is required for all events over 101 people.
2. Wait staff is $225 per staff member and requires a minimum of 4 hours. For every additional hour there is a $30 fee per wait staff per hour.
3. A bartender is required for all events where alcohol is served.
4. For events requiring a BBQ Chef (when an outdoor space is used) the cost is as follows:
   a. $150.00 per chef with a minimum of four hours.
   b. For events over 100 people, two or more BBQ chef is required.
5. Wait staff is required for all events using china.
6. For plated events the cost is as follows:
   a. Plated events with ONE entrée choice require one butler for two tables of 8 to 10 people.
   b. Plated events with two or more entrée choices require one butler for each table of 8-10 people.
7. Wait staff may be required for events taking place on the weekend or on university holidays.
8. Wait staff is required for events held on weekends and university holidays spanning two or more meal periods (i.e. breakfast/lunch; lunch/dinner). The number of wait staff needed will be based on the number of confirmed attendees.

EQUIPMENT RETURN
Clients will be charged for all equipment that is broken or not returned at the completion of event.

GUARANTEED GUEST COUNT
1. The guaranteed guest count must be received 3 business days prior to the event, for events under 100 people.
2. The guaranteed guest count must be received 5 business days prior to the event, for events over 100 people. If the guest count is increased after 5 business days there is a risk that the increase cannot be accommodated and a $50.00 late fee will apply if Chartwells can accommodate the increase.
3. Clients will be charged for the guaranteed guest count or for the actual guest count if it is higher than the guarantee.

CHINA RENTALS
1. All events utilizing china require wait staff.
2. China rental is $20 per guest setting – estimate is based on service for a three course meal.

CANCELLATIONS
1. For events under 100 people, notice of cancellation must be submitted in writing at least three business days prior to the day of the event. The event will then be cancelled at no charge.
2. For events 100 people or more, notice of cancellation must be submitted in writing at least Five business days prior to the day of the event. The event will then be cancelled at no charge.
3. Events will be CHARGED IN FULL if cancelled after the above deadlines.
4. Weather related cancellations will be discussed on a case by case basis. Contact Special Events immediately if you have any questions or concerns.

TAX EXEMPT
All internal Pace University events are tax exempt. External groups must provide a Tax Exempt form.

SERVICE FEES
1. Saturday, Sunday and University Holiday events without wait staff require a $50 delivery fee.
2. Events outside of Pace Catering hours of operation require a $50 service fee.
   (Normal Hours of Operation Monday – Sunday 8am-6pm)
3. A Late Fee of $50 is required for orders NOT received by Pace Catering prior to THREE Business Days, for less than 100 people 100 people (PO or other payment information must be included).
4. A Late Fee of $50 is required for orders NOT received by Pace Catering prior to FIVE Business Days, for 100 people or more (PO or other payment information must be included).
Foods that do not contain any animal derived products at all including honey, dairy or eggs.

**VEGETARIAN**

Foods that do not contain animal products except dairy or eggs.

**VEGAN**

Foods that do not contain any animal derived products at all including honey, dairy or eggs.

**SUSTAINABLE**

Foods purchased or produced in a sustainable manner. This may include reduced anti-biotic chicken, cage-free shell eggs, sustainable seafood, organic foods or locally produced foods.

**BALANCED**

These foods are limited in calories, fat, saturated fat, cholesterol and sodium. Eating these food choices more often will help you feel energetic and healthy.
Chartwells Catering Coordinator
New York: 212-346-1283 x 11283
Pleasantville: 914-773-3764
Briarcliff: 914-923-2612
The Law School: 914-422-4119