

Catering Guide



PLANNING YOUR EVENT | BREAKFAST | LUNCH AND DINNER (M-F) | LUNCH AND DINNER (ANYTIME) | A LA CARTE | STARTERS | PACKAGES



| Office of Conference Services | 604 E. College Avenue | North Manchester, IN 46962 | www.meetatmanchester.com | 877-624-8378



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[POLICIES](#) | [Services and Fees](#)

This guide has been prepared to assist you in planning and making dining arrangements for your events at Manchester University. Menus can be changed, and we will be happy to discuss variations to fit your needs including special meals and dietary restrictions. We hope that such individual attention will ensure your group a pleasant dining experience.

ROOM RESERVATIONS

Prior to making catering reservations, please contact Manchester University Conference Services at 260-982-5551 to make arrangements for rooms, tables, chairs and audiovisual equipment.

BILLING

- Services may be paid through a University account, check, cash or credit card.
- Events not charged to a University account may require a deposit and the final balance due on the day of your scheduled event.
- Functions requesting tax exemption must provide necessary form and ID number prior to the event.

- Menu prices reflect a two-hour service period per meal ordered. Parties lasting longer than two hours will be subject to additional labor charges per employees necessary to remain on premise for your event.
- Certain meals/services require a minimum of 10 guests. If less than 10 guest are in attendance, a fee for servers will apply.

CONFIRMATION / CHANGES / CANCELLATIONS

After making a catering request, a copy of the contract will be mailed or emailed to you for review prior to the event. Please ensure that all items are correct and return the contract (either signed via mail or an e-mailed response) to approve the request. Dining cancellations should be made no less than three business days prior to the event to avoid incurring cancellation charges. Notify the Office of Conference Services with changes to time, location or set-up needs of your event as soon as possible.



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[Policies](#) | **SERVICES AND FEES**

CATERING WAIT SERVICES

All buffet and plated meals include adequate wait staff. Additional servers are available to attend to your event needs at \$30 per hour, per server.

DISPOSABLE/CHINA SERVICE

As a standard, catering in the Jo Young Switzer Center is set up with china service. Disposables available upon request. China service is available for events outside the Jo Young Switzer Center for an additional \$2.00 per person.

LINEN SERVICE

Basic linen service will be provided for all catered meals. Any specialty linens or colors must be requested in advance. You may add additional linen for registration or skirted display tables for \$3.50 per cloth.

FOOD SAFETY

For the safety of you and your guests, a catering representative will remove the food from your event in a timely manner. The removal of leftover food by the customer is limited to items that are available for the a la carte menu. The removal of china or small wares without prior approval may result in additional charges.

DELIVERY

Off-campus delivery in the North Manchester city limits is available at no charge. Certain locations and packages may require a minimum amount of guests and additional delivery charges before a catering contract can be agreed upon.

SECURITY

Catering Services is not liable for any equipment, supplies or personal belongings left in public function areas.



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BREAKFAST

CONTINENTAL (M-F) \$5.55
Breakfast selection of muffins and cinnamon rolls, fresh cut mixed fruits, assorted juices, coffee, hot tea and iced water

MANCHESTER BREAKFAST \$8.35
Any style scrambled egg, any style breakfast potato, ham, sausage or bacon, biscuits and gravy, coffee, assorted juices, hot tea and iced water

BREAKFAST BRUNCH \$8.35
Breakfast quiche, assortment of muffins and pastries, fresh cut fruit, coffee, assorted juices, hot tea and iced water

PARFAITS AND PASTRIES \$7.15
Vanilla and strawberry yogurts, fresh cut parfait fruits and homemade granola to build a parfait. Served with assorted petite pastries, coffee, assorted juices, hot tea and iced water

FLAPJACKS \$7.15
Pancakes with toppings, choice of ham, sausage or bacon, fresh cut fruit, coffee, assorted juices, hot tea and iced water.



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CARRY OUT MEALS | [Cold Meals](#) | [Hot Meals](#)

BOX LUNCH **\$7.50**

Box lunch includes your choice of one sandwich, one bag of chips or pretzels, one dessert and one beverage. Does not include servers or linens.



Sandwich (Choose one)

- Turkey and cheddar cheese on white bread
- Turkey and cheddar cheese on wheat bread
- Ham and Swiss cheese on white bread
- Ham and Swiss cheese on wheat bread
- Chicken salad on croissant
- Chicken salad on wheat bread
- Triple decker Texas peanut butter and jelly

Sandwiches include lettuce, tomato and condiment packets.

Chips or Pretzels (Choose one)

Gourmet Cookie or Hand Fruit (Choose one)

Beverage (Choose one)

- Coke, Diet Coke, Sprite, Water

Deconstructed Box Lunch Buffet

Have your boxed lunch meal served as a buffet. Sandwiches will be cut in half, items served on plastic platters and baskets for quick service. Includes additional paper goods and tablecloths for rooms (if served on campus).
\$8.00 per boxed lunch

Enhance Your Box Lunch

Add a 9 oz. fresh cut fruit cup to your boxed meal. Fork is included.
\$2.00 per boxed lunch



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[Carry Out Meals](#) | **COLD MEALS** | [Hot Meals](#)

ALL AMERICAN DELI BUFFET

\$12.00

Ham, turkey, roast beef, Swiss and cheddar cheese, sliced breads, relish tray, potato or fruit salad, potato chips, cookies and brownie squares, coffee, iced tea and water

SOUP AND SALAD

\$12.00

Two seasonal soups served with salad greens and an assortment of proteins, toppings and dressing. Served with an assortment of rolls and pies, coffee, iced tea and water

CHEF CREATED SERVED ENTRÉE SALAD

\$14.45

Seasonal greens, cherry tomatoes, cucumbers, carrots, olives, radish and onions topped with either grilled chicken, beef or salmon, rolls, cheesecake, coffee, iced tea and water. Served cold.

FRESH AND LIGHT LUNCHEON

Select three signature sandwiches to be served with a fresh cut fruit platter, crisp garden salad with dressings, gourmet cookies, coffee, iced tea and iced water

- *East Street Vegetarian* - Herbed cream cheese, avocado, carrots, cucumbers, mushroom, tomatoes, provolone, sun-dried tomato pesto and lettuce
- *Haist Chicken Salad* - Diced chicken breast, celery, onions, scallions, grapes, walnuts and tarragon mayo
- *Flory Tuna Salad* - Flaked tuna, celery, onions, sweet pickle relish, chopped capers, Dijon mustard, lemon zest and dilled mayo
- *College Avenue Turkey* - Thinly sliced turkey breast, grilled red pepper and onions strips, romaine, Swiss cheese and cranberry mayo
- *PERC Roast Beef* - Thinly sliced roast beef, tomatoes, lettuce, olive spread, sliced pepperoncini, provolone cheese and black pepper aioli
- *Helman Ham and Swiss* - Thinly sliced ham, tomatoes, lettuce, Swiss cheese, mayo and honey Dijon mustard

Buffet or served \$12.25; Add soup for \$2.20 per guest



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[Carry Out Meals](#) | [Cold Meals](#) | **HOT MEALS**

ALL AMERICAN COOKOUT BUFFET **\$12.00**
Marinated chicken breast, 1/4 pound cheeseburgers, potato salad, relish tray, baked beans, corn on the cob, assorted cookies and brownies, iced tea, lemonade and water

Veggie burgers upon request

PASTA ITALIANO BUFFET **\$12.00**
Choose for all your guests one of the following: chicken parmesan, chicken alfredo or chicken carbonara, to be served with choice of pasta with sauce, Caesar salad, breadsticks, fresh seasonal vegetables, chocolate éclaires, coffee, iced tea and water

Whole wheat pasta upon request

DEHLI CHICKEN BUFFET **\$12.00**
Curried chicken with brown rice, vegetarian bean pot, Indian green salad, warm Naan bread, banana cake, coffee, iced tea and water

MONGOLIAN GRILL BUFFET **\$12.00**
General Tso's chicken, grilled vegetable low mein, Asian tossed salad, vegetable egg rolls, fresh seasonal vegetables, Mandarin orange cake, coffee, iced tea and water

TACO BAR **\$12.00**
Chicken and beef taco meat, hard and soft shell tacos, an assortment of toppings, Spanish rice and Southwest corn, chips and salsa, gourmet cookies, iced tea, lemonade and water

CARIBBEAN FAIR BUFFET **\$12.00**
Grilled chicken served with mango salsa and rice, roasted seasonal vegetables, Caribbean island salad, rolls with butter, rum bundt cake, coffee, iced tea and water



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[Two Entrée Buffet](#) | **SERVED MEALS**

CHICKEN **\$17.75**
Pecan crusted chicken, linguini with sundried tomato pesto, fresh seasonal vegetables, Manchester salad, artesian breads, homemade dessert, coffee, iced tea and water

QUEEN CUT PRIME RIB **\$19.99**
10 oz. prime rib with horseradish cream sauce, roasted red potatoes, fresh seasonal vegetables, artesian rolls, Manchester salad, homemade dessert, coffee, iced tea and iced water

PORK **\$17.75**
Sliced pork loin in a raspberry sauce with bleu cheese, roasted sweet potato, fresh seasonal vegetables, Manchester salad, artesian bread homemade dessert, coffee, iced tea and iced water

BEEF TENDERLOIN **\$22.25**
Filet mignon with Gorgonzola cream sauce, garlic mashed potatoes, fresh seasonal vegetables, Manchester salad, artesian rolls, homemade dessert, coffee, iced tea and iced water

SALMON **MARKET PRICE**
Salmon with a dilled cream sauce, sugar snap peas, rice pilaf with saffron, pretzel rolls, Manchester salad, homemade dessert, coffee, iced tea and iced water

PLUM SAUCE MARINATED TOFU **\$13.99**
Plum sauce marinated tofu, seasoned wild rice and barley, julienne of vegetables, artesian roll, Manchester salad, homemade dessert, coffee, iced tea and water



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TWO ENTRÉE BUFFET | [Served Meals](#)

TWO ENTREE BUFFET \$16.65

Sunday dinners come complete with tossed garden salad, rolls, coffee, iced tea and water. Can be buffet or served.

Entrées (Choose two)

- Poppy seed chicken
- Bourbon Street chicken
- Curry chicken
- Fried chicken
- Smothered chicken
- Lemon rosemary chicken
- Honey roasted turkey
- Beef stroganoff
- Beef Burgundy
- Herb roasted eye of round
- Roasted pork loin
- Tilapia with roasted tomatoes
- Homestyle lasagna
- Ravioli
- Glazed honey ham
- Baked cod

Starch (Choose one)

- Baked potato with butter
- Roasted red potatoes
- Mashed potatoes with gravy
- Roasted sweet potatoes
- Au Gratin potatoes
- Rice pilaf
- Linguini with sundried tomato pesto
- Pasta with herbs

Vegetable (Choose one)

- Brussel sprouts with carrots and almonds
- Fresh Roma vegetables
- Buttered broccoli spears
- Glazed baby carrots
- Fresh broccoli, carrots and cauliflower
- Green beans with tomatoes and onions
- Seasonal vegetable medley
- Buttered carrot rounds and broccoli

Dessert (Choose one)

- New York style cheesecake
- Carrot cake
- Apple pie
- Cherry delight
- Fruits of the forest pie
- Strawberry cloud cake
- Chocolate layer cake

Menu Add ons (per person)

- Au Bon Pain Soup - one selection \$2.20
- Manchester salad \$2.20
 - Mixed greens served with cranberries, feta, candied walnuts, red onions and raspberry vinaigrette
- Seasonal pasta or green salad \$1.10
- Seasonal fruit salad \$1.65
- Customized desserts \$1.65



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[BAKERY](#) | [Beverages](#)

BREAKFAST BASKETS \$15.85

Choose from one of the following:

12 Texas sized muffins, 12 assorted pastries or 18 iced cinnamon rolls

18 value-sized assorted muffins

30 value-sized assorted danish

12 Slices of breakfast bread with butter

12 New York style bagels, cream cheese, butter & jelly \$19.80

12 assorted large scones, jelly and butter \$22.00

Manchester's signature coffee cake. Serves 24 pieces \$31.70

COOKIES AND BARS \$15.85

Choose from one of the following:

12 gourmet cookies, assorted flavors

12 crispy rice squares

12 flavored brownie squares

12 chocolate chip blondies

12 lemon bar squares

24 value-sized cookies, assorted flavors

24 value-sized brownies

12 Specialty bars or cookies \$21.00
(including chocolate scotcheroos, raspberry lemonade bars and seven layer bars)



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[Bakery](#) | BEVERAGES



HOT BEVERAGE SERVICE

Choose coffee, hot cocoa and hot tea:

By the airpot	\$11.15
By the gallon	\$15.35

Beverage services include linens on beverage table, set up, condiments (if applicable) for desired beverage, serveware and clean up.

Please note, beverage amounts for large groups will vary depending on guests, time of service and other beverages served. Work with our catering team to determine the right amount for your group.

COLD BEVERAGE SERVICE

Choose from one of the following:

1 gallon, sweet and simple punch	\$15.35
1 gallon, juice (orange, apple or cranberry cocktail)	\$15.35
1 gallon, sparkling fruit punch	\$19.99
Ice water for 50 with paper goods	\$5.50
Bottled water or soda, per bottle	\$1.85
Hydrate, fruited water station 3 gallons	\$7.75

Please ask if you are looking for other beverages for your guests.



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APPETIZERS | [Party Trays](#)

Enhance any meal and your guests' experience with an appetizer. Appetizers from these tiers serve approximately 25 guests. Our catering team can assist you in selecting the right appetizer to match your event's theme. The following are some examples.

PRESIDENTIAL APPETIZER

\$43.89
per appetizer

Sausage stuffed mushrooms
Chicken saltimbocca bites
Bourbon Bacon apple tarts
Beef and bleu crostini
Rumaki (bacon wrapped water chestnuts)
Spanakopita

BLACK AND GOLD APPETIZER

\$27.75
per appetizer

Chicken tenders with buffalo and ranch
dipping sauces
Petite fruit skewers
Baby red bites with goat cheese and
caramelized onion
Strawberry or peanut butter pie tarts
Stuffed cherry tomatoes
Ham and cheese empanadas

SPARTAN APPETIZER

\$21.69
per appetizer

BBQ or sweet and sour meatballs
BBQ cocktail franks
Tomato basil bruschetta
Fruit and honey brushetta
Traditional deviled eggs
Cucumber rounds with vegetable and garlic
mirepoix



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[Appetizers](#) | PARTY TRAYS



HOT ARTICHOKE DIP WITH BAGEL CHIPS	\$33.25
HUMMUS PLATTER WITH TOASTED PITA CHIPS	\$33.25
HOT BEAN AND CHEESE DIP WITH BLUE CORN TORTILLA CHIPS	\$33.25
SPINACH DIP WITH BAGEL CHIPS	\$33.25
CHEESE AND CRACKERS	\$49.95
VEGETABLE TRAY WITH DIP	\$44.39
FRUIT TRAY WITH YOGURT DIP	\$49.95



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PACKAGES (MINIMUM OF 10 GUESTS)

MORNING REFRESH \$4.45

Get started with assorted breakfast bars, fresh whole fruit, assorted bottled beverages and coffee.

DESSERT STATIONS

Ice cream sundae station \$3.85

Indoor S'mores with chocolate and peanut butter cups \$3.85

Candy station - seven candy varieties \$4.40

AFTERNOON REFRESH \$5.55

Energize with sweet gourmet cookies, trail mix with nuts and dried fruit, chocolatey M&Ms, bottled beverages and coffee or hot cocoa.

SWEET AND SALTY SNACK TABLE \$3.30

Enjoy snacks for your group. The table includes chips, pretzels, Chex Mix, mini cookies and M&Ms



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