

Student Leader Menu

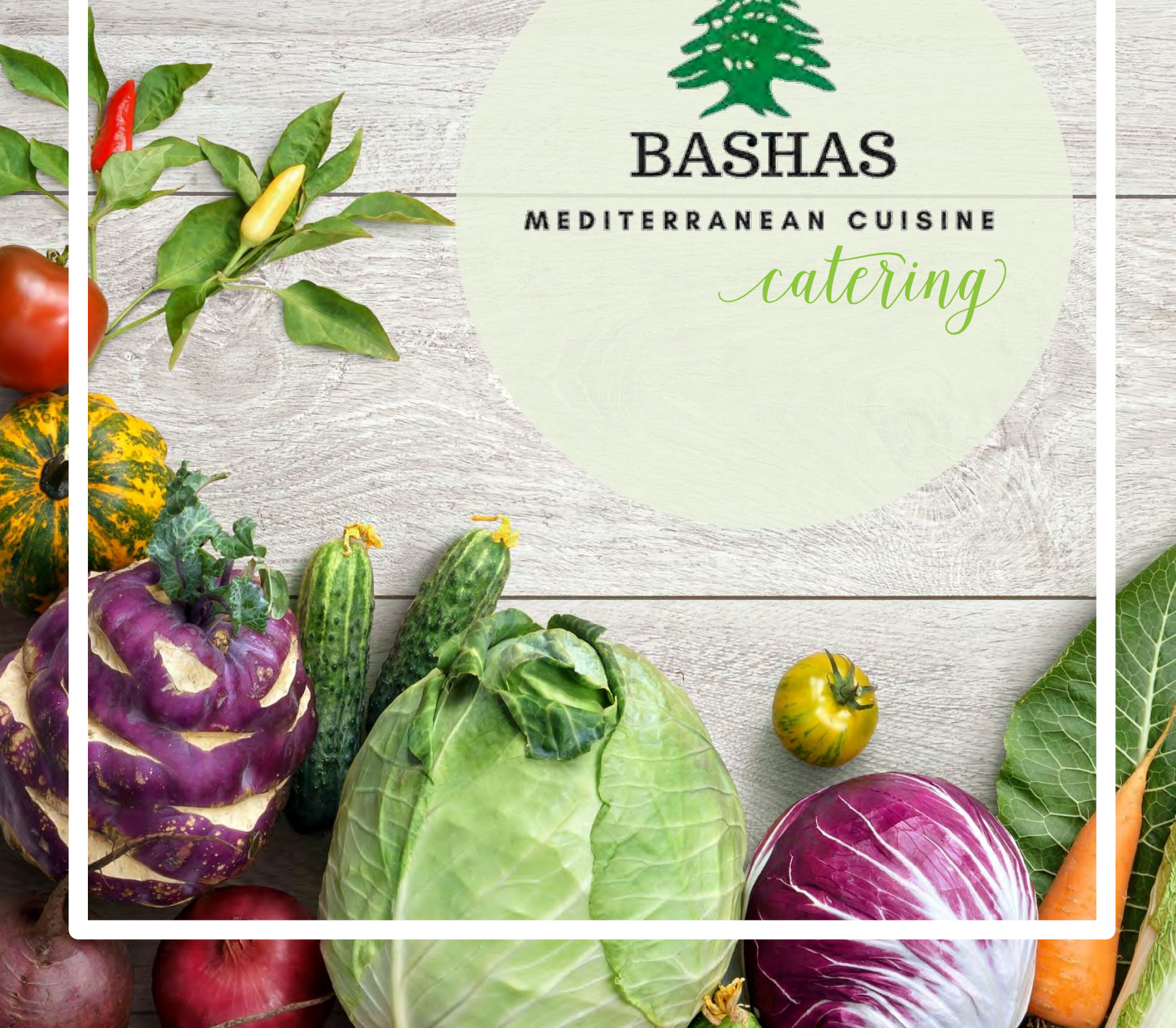
2022-2023



BASHAS

MEDITERRANEAN CUISINE

catering



Welcome



There are both big decisions and little details to attend to as you prepare for your upcoming catered event. Let PSU EATS Catering by Chartwells guide you, from designing the perfect menu to personalizing all the details of your unique gathering. Our catering services can accommodate any size, theme, or individual requirements, in virtually any location – on or off campus.

We'll work with you to create a custom gathering menu inspired by your unique needs that will leave a lasting impression on your guests. All menus will follow the Chartwells culinary philosophy; authentic recipes using the freshest, seasonal ingredients.

Waiter service, buffet, small plates and international inspired specialty stations: all served in your style! And because you've entrusted your event to PSU Eats Catering by Chartwells, the food will be unmatched, the service spectacular, and the event will be unforgettable!

PSU Eats Catering by Chartwells at Portland State University
Catering Director: Jancarlo Caballero – Jancarlo.Caballero@compass-usa.com
PSUCATERS.CATERTRAX.COM



Student Buffet

Minimum order of 15 Guest

Bashas Buffet 1

Hummus and Pita, House Salad, Rice and One Choice of Meat (Chicken Shawarma or Kafta)

12.00 per person

Bashas Buffet 2 • Hummus and Pita, House Salad, Baba Ghanouj, Falafel, and Rice

12.00 per person

Bashas Buffet 3 • Hummus and Pita, Lebanese Beef Potato Stew, and Rice

12.00 per person

Bashas Buffet 4 • Hummus and Pita, House Salad, Bazella wa Roz (Lebanese stew with peas, carrots, and lamb served over rice

12.00 per person

Bashas Buffet 5 • Hummus and Pita, Lebanese Homestyle Salad • Mujadara (Lentils and rice sautéed with caramelized onions) • Vegetarian Stuffed Grape Leaves, and Tzatziki Sauce

12.00 per person



Bashas Mediterranean Box Lunch

15 Guest Minimum

MEDITERRANEAN BOX LUNCH (cals: 830-1240)

- Chicken Shawarma Wrap
- Falafel Wrap
- Hummus Wrap

Choice of a classic mediterranean wrap serve with kettle chips, whole fruit , sugar cookie, condiments and a water bottle.

12.00 per guest



Specialty Rentals

Black Table Linen 85x85 – This linen size is optimal for cocktail tables or Round Tables	9.75 each
Black Table Linen 53x114 – This linen size is optimal for rectangle 6ft or 8ft tables.	9.75 each
Black Table Linen 52x52 – This linen size is optimal for small rectangle tables.	9.75 each
Floral Centerpieces - Market Price Flower arrangements are available to purchase for tabletops and buffets from our local florist partner. Please inquire with the catering manager for additional details.	Market Price
Labor -Staff is available to support your event. Event staffing is billed with a four-hour minimum, at \$35.00 per hour, each additional hour will be billed at the same hourly rate	35 per hour
Disposable Serveware - starting at 3.99 per person when ordered without a meal service.	3.99 per person
Buffet China and Silver Service - starting at 4.65 per person.	4.65 per person
Plated China and Silver Service - starting at 10.65 per person.	10.65 per person



Specialty Rentals

LED Fairy Lights Rental– H6xW3 Inch Clear vase with LED Lights

Available Color:

- 3500K Warm White (Default)
- 5000K Pure Crystal White
- Red
- Blue
- Green

10.00 each

White Flower Seasonal Bouquet-Seasonal White Roses or White Tulips Bouquet (includes Iridescent Vase Rental)

50 each

Catering Jammer– Rugged, rechargeable speaker streams your favorite music from any Bluetooth®-enabled device. It pumps out amazing sound powered by a 120-watt dynamic amplifier. You can also use the high-quality microphone to create your own memorable moments.

50 per 4 hours



Plan Your Event

SALP

Set-up and Labor

Prices in this menu do not include set-up or labor. Staff is available from PSU Eats to support your event

Event staffing is billed with a four-hour minimum, at \$35.00 per hour, each additional hour will be billed at the same hourly rate.

Plastic Serviceware – prices on this menu do not include Serviceware, Disposable Serviceware is available from PSU Eats starting at 1.55 per person.

Delivery Fee

Any orders outside Smith Memorial Student Union be subject to a delivery fee, please see the delivery rates for your specific building location. Delivery fees are based on the total invoiced amount. Your order must meet the minimum requirement of \$250 to qualify for delivery.



BASHAS

MEDITERRANEAN CUISINE

2022-2023 Policies

Plan Your Event

Welcome to PSU Eats Catering! Our mission is to provide you with exceptional quality, exceptional service and a creative cutting-edge culinary experience. Our professional staff is available to assist in planning your special event Monday - Friday 8:00 am - 4:00 pm. Please contact our catering coordinator at 503-725-3671 for customized service and menus.

Late Order Fee – Changes

We understand events arise unexpectedly and we will do our best to accommodate your needs, if an event needs to be booked with less than 15 days' notice a late fee of 25% will incur, no changes within 15 days of your event.

Guest Counts

We kindly request a confirmed number of guests be specified 15 days prior to the event. This number is considered the guaranteed guest count.

Event Staff (Does Not Apply to Bashas Events)

We will ensure your event is fully setup 15- 30 Minutes before guest arrival time, and we will return to pick up no later than 2 hours from event setup time unless an earlier pick up was requested.

Staff is available to support your event if you prefer to have someone on-site at all times or if your event requires constant replenishment. Event staffing is billed with a four-hour minimum, at \$35.00 per hour, each additional hour will be billed at the same hourly rate. Please ask our team for more details.

Event Timeline

Prices are based on a two-hour meal period for meals (breakfast, lunch, and dinner service). Additional service time may be subject to additional fees. Event start or end times that deviate more than thirty minutes from contracted times may be charged additional fees. In order to provide the freshest food, we must limit buffet service to two-hours.

Cancellation

Please note that all cancellations must be made at least 15 days prior to the contracted event date at no charge. If a cancellation is requested less than 15 business days prior to your event there will be a 25% service charge to accommodate service and product expenses. Cancellations within 7 days of your event will be billed fully regardless of products ordered (unless due to force majeure). Changes and cancellations must be submitted by the requestor or event contact via email, no exceptions.

**Please note that Oregon labor laws have specific guidelines for scheduling of staff. In order to guarantee the success of our business while providing our people with predictable income cancellation of event staff within 15 days of the event will be billed.*



Billing & Payment

A form of payment (department code or credit card) is required when an order is placed. Credit cards will be billed at the completion of your event and confirmation of charge sent to you at that time.

External events require 50% payment 15 days in advance and remaining balance billed at the completion of your event. Large scale events will require payment in full one day prior to event.

Special Diets

Special diets are accommodated upon request, we kindly request that your needs be submitted as soon as possible.

In-House Meeting Room and Equipment

Please reserve all non-food related equipment by contacting University Conference and Event Services at 503-725-2663 or conferences@pdx.edu. This will include room reservation, room set up and configuration, audio/visual and other general information. For needs outside of the PSU scope, please work with our catering team to secure all external rental needs. Please note PSU Eats Catering does not provide catering tables or event equipment.

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Minimum Requirements

All orders of \$250 or less will be Pick Up ONLY and will require the use of disposable serving items.

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STUDENT CATERING

CARVED + CRAFTED



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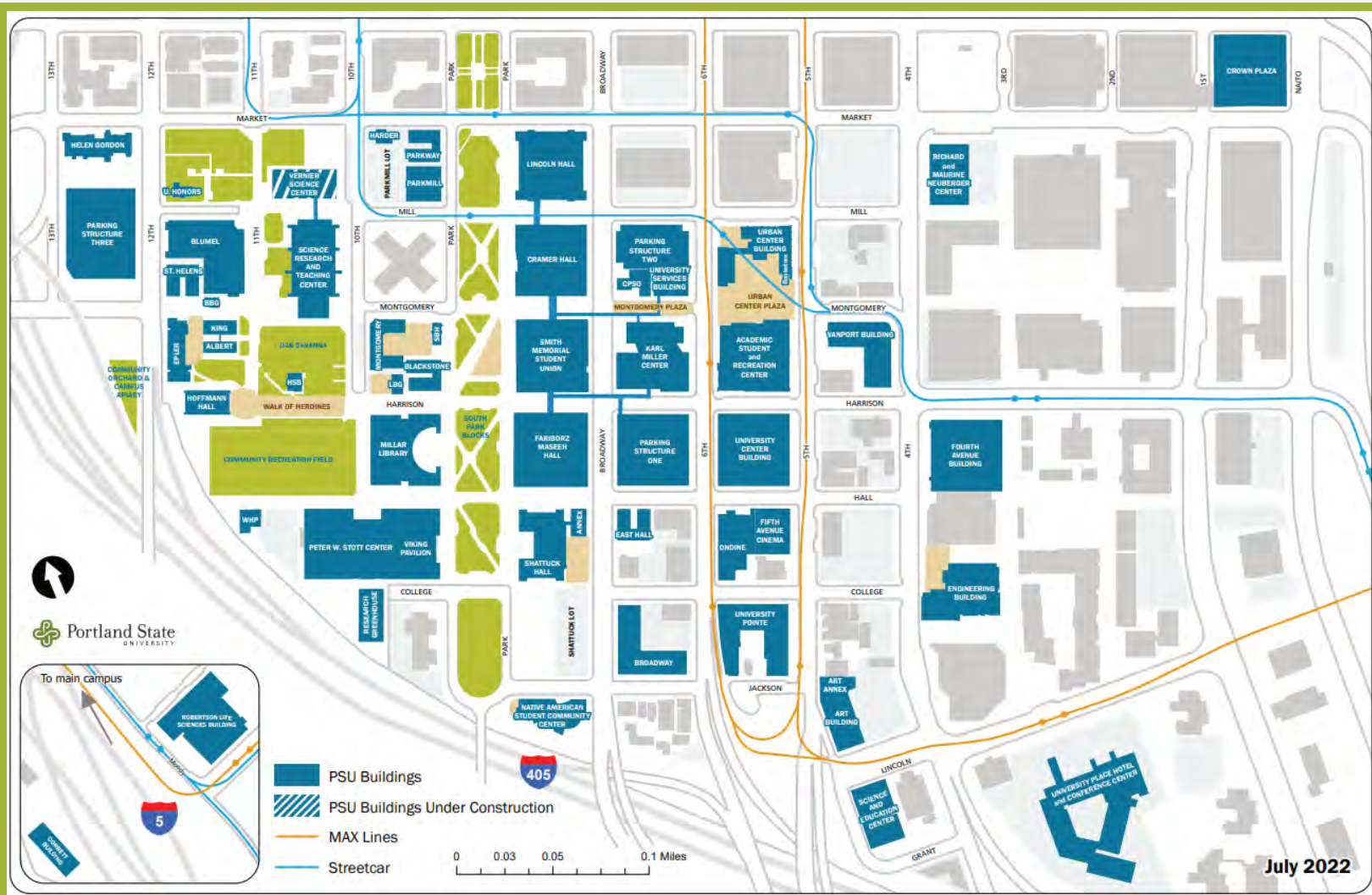
- All SALP orders must be approved by your advisor.
- The request of a Catertrax quote may not include labor or delivery. If your student group needs to request this service, please contact us before submitting your budget.
- The Student menu cannot be used to entertain external groups or non-student groups.
- New student groups must create a Catertrax account. Ordering for other student groups is not allowed.

STUDENT CATERING

CARVED + CRAFTED



Delivery Rates



July 2022



Delivery Rates

Academic & Student Recreation Center	10%	Lincoln Hall	10%	Science & Education Center	30%
Art Building & Annex	20%	Millar Library	5%	Science Research & Teaching Center	15%
Blackstone Residence Hall	10%	Montgomery Residence Hall	10%	Shattuck Hall	15%
Blumel Residence Hall	20%	Native American Student & Community Center (NASCC)	15%	Simon Benson House (SBH)	10%
Broadway Residence Hall	20%			Smith Memorial Student Union	NO FEE
Campus Public Safety (CPS)	10%	North Greenhouse (NGH)	15%	South Greenhouse (SGH)	15%
Community Recreation Field	10%	Ondine Residence Hall	15%	Stephen Epler Residence Hall	15%
Corbett Building	40%	Parking Structure 1	10%	Stratford Residence Hall	20%
Crown Plaza	35%	Parking Structure 2	15%	University Center Building	20%
Cramer Hall	5%	Parking Structure 3	30%	University Honors House (UH)	20%
East Hall	10%	Parkmill	15%	University Place Hotel & Conference Center	30%
Engineering Building	20%	Parkway Residence Hall	15%	University Pointe	20%
Fariborz Maseeh Hall	5%	PSU Bookstore	10%	University Services Building (USB)	10%
Fifth Avenue Cinema	20%	Research Greenhouse	15%	University Technology Services	30%
Fourth Avenue Building	20%	Richard & Maurine Neuberger Center	20%	Urban Center Building	10%
Hoffmann Hall	10%	Robertson Life Sciences Building	40%	Viking Pavilion at the Peter W. Stott Center	NO FEE
Harder House	20%	INSET		Vanport Building	15%
Harrison Street Building (HSB)	10%	St. Helens Residence Hall	20%	West Heating Plant (WHP)	15%
Helen Gordon Child Development Center	30%	Science Building One	15%		
Karl Miller Center	5%				
King Albert Residence Hall	10%				



Don't Forget...! To enroll for your yearly meal plan



dineoncampus.com/psu

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