



Events 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





AUDITORIUM

Boxed Lunch Combo



(Minimum of 15 guests per box lunches selection)

A Sugar Cookie and Chips Included

19.75 Per Person

Boxed Lunch Selections

Falafel Wrap *A mixture of fava and garbanzo beans mixed with herbs and spices deep fried. Topped with tahini and comes with Tomatoes, pickles, and parsley (Vegetarian) -Vegan upon request*

Grilled Garlic Chicken Wrap *Chicken thigh marinated in our signature garlic sauce and grilled. Comes with tomatoes, onions, and pickles.*

Chicken Bowl over Rice *Chicken thigh marinated in herbs and spices served over rice. Topped with your choice of sauce: Spicy Coconut Curry or Tahini*

Falafel Bowl over Rice *Falafel served over rice. Topped with your choice of sauce: Spicy Coconut Curry or Tahini*





Buffet Service Packages

Price per person
15 guests minimum per selection.

Taste Of The Mediterranean

Greek salad, chicken shawarma, hummus, tzatziki, tahini sauce, red chili sauce, warm pita and marinated olives, grilled garlic vegetables and baklava.

19.99 per person

add Falafel for 3.99 per person

add Tabbouleh for 3.99 per person

Bashas Traditional

Chicken Shawarma, rice, falafel, hummus, house salad, pita bread.

18.99 per person

Kafta Traditional

Kafta ,rice, falafel, hummus, house salad, pita bread.

18.99 per person

Meza

Hummus, baba ghanouj, falafel, vegetarian stuffed grape leaves, pita bread

22.50 per person

Vegetarian Delight

Mujadara, Lebanese homestyle salad, Looby bil zayt (Sautéed green beans, garlic, tomatoes, caramelized onions), Batata Harra (Lebanese style spicy fried potatoes)

22.50 per person



A La Carte Trays

All a la carte menu items are shown to serve either up to 15 people (small tray) or up to 25 people (large).

Hummus platter with pita bread Creamed garbanzo beans with lemon juice, olive oil, and tahini. (Vegan)	Small - \$52.00	Large -\$91.00
Baba ghanooj platter with pita bread Charbroiled eggplant mixed with lemon juice and olive oil. (Vegan)	Small - \$52.00	Large -\$91.00
Tabouli Traditional Lebanese salad made up of diced tomatoes, finely chopped parsley, fresh mint, diced green onions, bulgur wheat, and seasoned with olive oil, lemon juice, and salt. (Vegan)	Small - \$52.00	Large -\$91.00
Fattoush Traditional Lebanese salad made with Romaine lettuce, tomatoes, parsley, radish, bell peppers, lemon juice, olive oil, sumac, and fried pita chips. (Vegan)	Small - \$52.00	Large -\$91.00
Mujadara Lentils and rice sautéed with onions. (Vegan)	Small - \$52.00	Large -\$91.00
Spinach pies Organic baby spinach with caramelized onions, olive oil, lemon juice, and spices baked into a homemade dough pocket. (2 ½ inch pies) (Vegan)	Small - \$52.00	Large -\$91.00
Batata Harra (Lebanese Spicy Potatoes) Potatoes, red peppers, coriander, chili, cilantro, and garlic sautéed in olive oil. (Vegan)	Small - \$55.00	Large -\$80.00
Grape Leaves Rolled grape leaves stuffed with rice, tomatoes, onions, and spices. Served with tzatziki dipping sauce. (Vegetarian) Can be made vegan upon request	Small - \$58.00	Large -\$80.00
Falafel A mixture of fava and garbanzo beans mixed with herbs and spices. Deep fried until perfection. (Vegetarian) Can be made vegan upon request. (2 falafels per person)	Small - \$52.00	Large -\$65.00
Chicken Kebabs Grilled chicken skewers.	Small - \$78.00	Large -\$130.00
Shish Kebabs Grilled beef kebabs	Small - \$78.00	Large -\$130.00
Feta + Olives Tray of feta cheese, olives, and assorted vegetables. (Vegetarian)	Small - \$50.00	Large -\$70.00
Khodar Fried cauliflower, eggplant, and zucchini topped with tahini sauce. (Vegetarian) Can be made vegan upon request.	Small - \$55.00	Large -\$80.00
Bamye wa Ruz (Okra Stew with Rice) Okra stew with lamb, tomatoes, and traditional Lebanese spices.	Small - \$110.00	Large -\$145.00



A La Carte

<p>Lebanese Meat pies 1 dozen - \$46.00 2 dozen - \$91.00 3 dozen - \$130.00 <i>Ground lamb mixed with onions, parsley, tomatoes and spices baked on homemade dough. (2 ½ inch pies)</i></p>	<p>1 Dozen - \$46.00 2 Dozen - \$91.00 3 Dozen - \$130.00</p>
<p>Lamb Shank with Rice Available upon request. Market Price. Contact us for more information.</p>	<p>Market Price</p>
<p>Tray of Baklava Sweet pastry made of layers of philo dough, chopped nuts, sweetened and held together with rose water sugar syrup</p>	<p>(35 Pieces) \$100.00</p>
<p>Lebanese Style Rice Pudding with Mango Sauce</p>	<p>\$5.45 Per Person</p>
<p>Kanafe Traditional Lebanese dessert - made with spun pastry dough soaked in sweet syrup layered over sweet cheese.</p>	<p>\$5.45 Per Person</p>
<p>Kellaj Lebanese style cannoli - Sweet cream filled phyllo dough - fried until golden and crispy - soaked in orange blossom and rose water syrup. A decadent indulgence loved in Lebanon.</p>	<p>\$5.45 Per Person</p>



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



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 Serviceware - 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



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50.00 per 4 hours



Plan Your Event

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 3.99 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.



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Plan Your Event

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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.*

Plan Your Event

One Buffet Theme Per Event

To ensure a successful catering event we limit our service to one theme buffet per event.

Exclusivity-Buy Out

PSU EATS by Chartwells is proud to be the exclusive provider of all food and beverage services for the Portland State University CESU Locations, Requests made without the 15 days notice will not be exempt by the use of a food waiver or classified as "Chartwells not being able to provide services", in this case the use of a buyout fee established at Chartwells discretion and proper waiver documentation must be submitted to CESU as soon as possible.

Hours Of Operations

8am to 8pm, Monday through Friday. If your event falls outside of these parameters, please contact us.

Catertrax Submission (For Internal PSU Catering Orders)

All school related catering requests must be made via psucaters.catertrax.com We will not commence service without a proper submission of a catering request through Catertrax (15) full calendar days prior to the event. At the time of the submission a primary contact must be submitted with all the contact details and correct index code.

Catering Request must include:

- Name of Requestor and name of the group attending
- Event contact information
- Date(s)
- Location of the event
- Purpose of the event

Order Name

For internal PSU events, the policy requires that the business purpose be included for all events paid for by Portland State University. The business purpose of the event must be explicitly stated in the event title or noted under the special instruction field.

Linen

Tablecloths are supplied for all food and beverages service tables at events. If you require additional linen please add at time of ordering.

Plan Your Event

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.

Delivery Fee

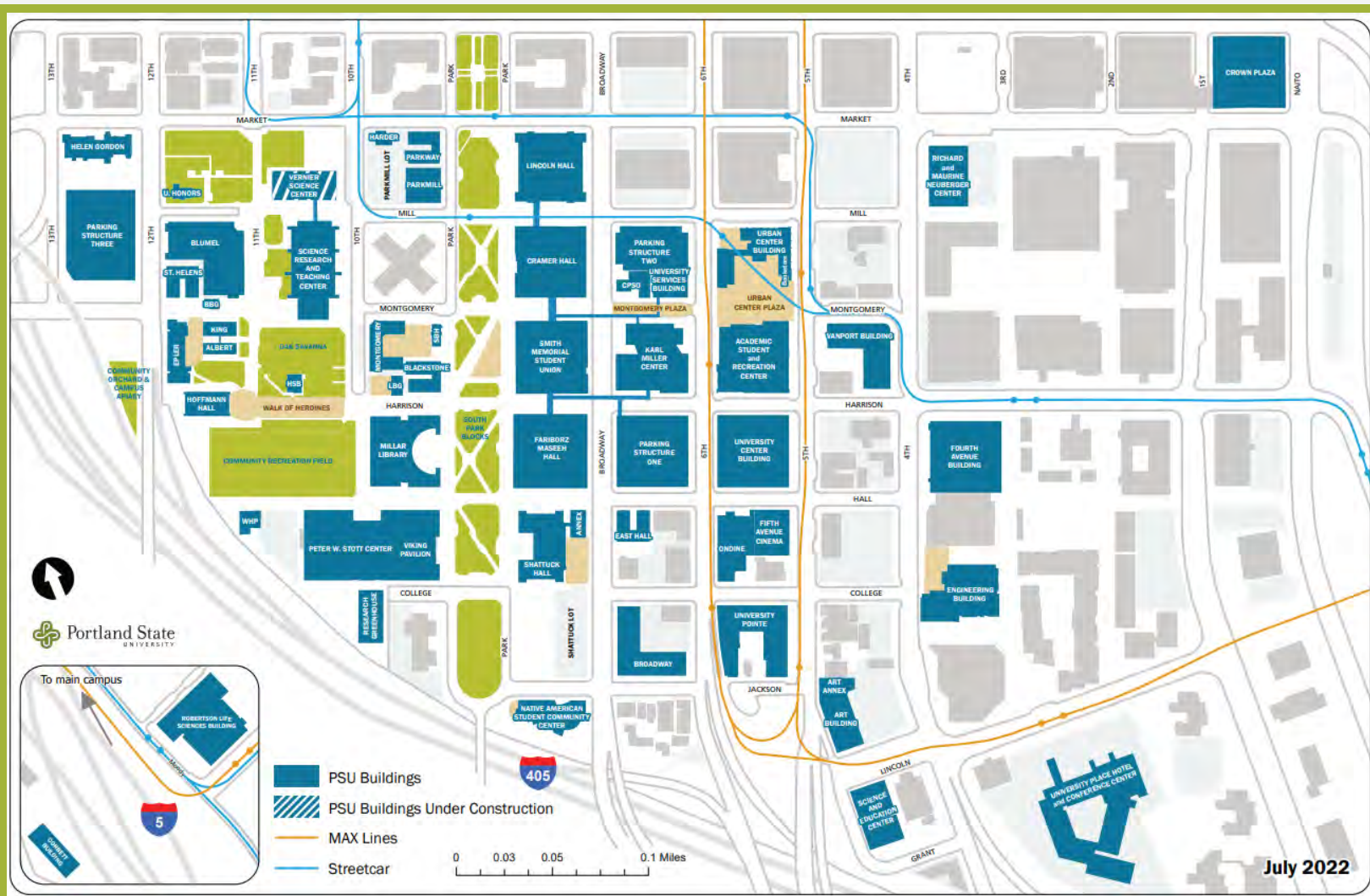
Any orders outside Smith Memorial Student Union be subject to a delivery fee, please see the delivery rates for your specific building location. Delivery fees are based on the total invoiced amount. Your order must meet the minimum requirement of \$250 to qualify for delivery.

Minimum Requirements

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



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%				



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