



2022-2023

CARVED + CRAFTED

STUDENT LEADER CATERING MENU



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





chartwells

HIGHER ED

STUDENT CATERING

CARVED + CRAFTED



BREAKFAST

STUDENT EVERYDAY CONTINENTAL

(cals: 205-235)

Freshly baked mini muffins, sliced seasonal fresh fruit, fresh juice and regular coffee

9.99 per guest

STUDENT TRADITIONAL BREAKFAST

(cals: 710-810)

Waffles with PNW Berries, whipped butter & hot syrup. Scrambled eggs, choice of turkey, or vegetarian sausage, seasoned breakfast potatoes, fresh juice and regular coffee

11.99 per guest

BREAKFAST BURRITOS (cals: 1070-1085)

Individually wrapped in a 10" flour tortilla

Choice of two:

- Bacon, egg, and cheese
- Sausage, egg, and cheese
- Meatless sausage, egg, and cheese

45.99 per dozen

BREAKFAST SANDWICHES (cals: 310-790)

Served on English muffin

- Bacon, egg and cheese
- Sausage, egg and cheese
- Egg and cheese
- Tomato, spinach, egg and cheese

41.99 per dozen

A LA CARTE

ASSORTED BAGELS AND SPREADS

extra cream cheese .50 ea (cals: 270-350)

ASSORTED DONUTS (cals: 180-230)

14.99 per dozen

ASSORTED DANISH (cals: 260-270)

14.99 per dozen

ASSORTED MUFFINS (cals: 170-310)

14.99 per dozen

HARDBOILED EGGS (cals: 80)

14.99 per dozen

BYO YOGURT PARFAIT

Fresh berries and granola (cals: 330-350)

9.29 per dozen

INDIVIDUAL OATMEAL CUPS

(cals: 160-255)

3.19 per guest

3.75 per guest

BEVERAGES

Hot beverages

Freshly brewed coffee or decaffeinated coffee (cals: 0)

26.19 per gallon

Hot water and assorted teas (cals: 0-160)

19.59 per gallon

Cold beverages

Fruit Infused Water (cals: 0)

18.19 per gallon

Cucumber-Mint, Pineapple-Orange or Strawberry

Lemonade (cals: 0-160)

14.19 per gallon

Morning Juices (cals: 70)

16.75 per gallon

Orange Juice, Apple Juice or Cranberry Juice

Assorted Canned Pepsi Sodas (Cals: 0-190)

2.75 each

Cold Bottled Water (Cals: 0)

2.50 each

Pure Leaf Assorted Iced Tea Bottle (Cals: 0-180)

3.60 each

12oz Bubly Assorted Flavors (Cals: 0)

2.50 each

LUNCH

CLASSIC DELI BUFFET (cals: 910-1445)

Your choice of two deli classics with house chips, cookies, mayonnaise and mustard

11.99 per guest

EXPRESS BOX LUNCH (cals: 830-1240)

(Choose **two** sandwiches up to 30 guests and **three** for 31 or more)

Choice of deli classic with chips, whole fruit and condiments.

11.99 per guest

DELI CLASSICS:

Served with lettuce, tomato and onion on chef's selection of sliced bread:

- Ham and Swiss
- Turkey and Provolone
- Roast Beef and Cheddar
- Grilled Veggie Hummus Wrap

HOT BUFFETS

PICNIC (cals: 560-1160)

Choice of **two** proteins

- Hamburger, veggie burger or hot dog
- Assorted buns, lettuce, tomato, pickles, onions, ketchup, mustard and mayonnaise
- Pasta salad
- Coleslaw

9.99 per guest

BYO STREET TACOS (cals: 830-1240)

Choice of chili-cumin chickpea, seasoned chicken or ground beef.

- Cilantro, onion, lime wedges, salsa and flour tortillas
- Cilantro lime rice and charro black beans

11.99 per guest

ASIAN FLAVORS BUFFET (cals: 520 -570)

- Teriyaki chicken breast or sweet and sour tofu
- Sesame vegetables
- Fried rice

11.99 per guest

THE ROMAN (cals: 970-1050)

- Classic Caesar salad
- Fettucine Alfredo
- Chicken mushroom marsala
- Fresh baked garlic bread

11.99 per guest





SWEETS AND TREATS

- Assorted freshly baked cookies (cals:120-210)	9.19	per dozen
- House-made fudge brownies (cals: 200)	15.99	per dozen
- House-made blondies (cals: 290)	15.99	per dozen
- Rice crispy bar (cals: 190)	15.99	per dozen
- House-blend trail mix (cals: 200)	8.89	per pound
- Savory party mix (cals: 130)	7.79	per pound
- Individually wrapped quaker bars (cals: 150)	1.65	each
- Individually bagged chips (cals: 170-200)	1.85	each
- Fresh whole fruit (cals: 100-110)	21.69	per dozen
- Cupcakes (cals: 180-360)	20.69	per dozen
- Mini Cupcakes (cals: 90-180)	15.99	per dozen

SNACKS AND SIDES

Each selection serves 10 Guests

- Hummus and Pita Triangles (cals: 290)	21.29	each
- Cheese and crackers (cals: 430)	26.69	each
- Fresh Fruit Platter (cals: 70)	26.69	each
- Caesar Salad (cals: 240)	24.49	each
- Garden Salad (cals: 150)	21.29	each
- House potato chips (cals: 400)	19.19	each
- Chicken tenders and dips (cals: 1046)	76.59	each

PIZZA

16" Cheese <i>(cals: 319)</i>	13.49 each
16" Specialty <i>(cals: 319-519)</i>	16.49 each
10" Gluten-Free Cheese <i>(cals: 285)</i>	13.49 each
10" Gluten-Free Specialty <i>(cals: 285-445)</i>	16.49 each
Sub Vegan Cheese	2.99 each
Veggie	1.49 each
Meats	2.49 each

PIZZA OPTIONS

Combos

Meat Lovers
Hawaiian
Veggie Supreme
Margherita

Veggies

Onion
Mushroom
Peppers
Tomato
Pineapple
Olives
Spinach

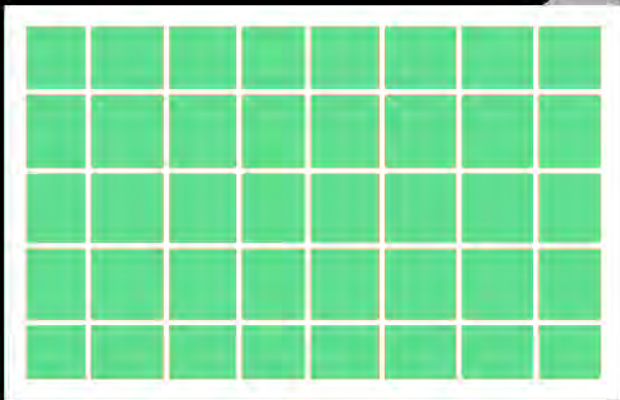
Meats

Pepperoni
Ham
Sausage
Chicken

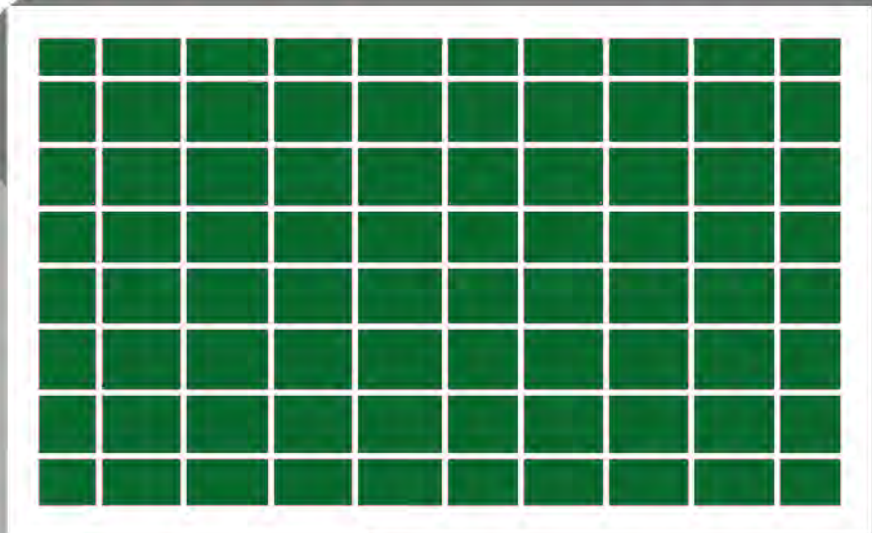


Specialty Cakes

<p>Full Pan Sheet Cake – Serves 60-84</p> <ul style="list-style-type: none"> - Chocolate cake with chocolate mousse filling and chocolate ganache frosting - Chocolate cake with Bavarian cream filling and chocolate ganache frosting - Chocolate cake with raspberry filling and chocolate ganache frosting - White cake with chocolate mousse filling and white buttercream frosting - White cake with Bavarian cream filling and white buttercream frosting - White cake with raspberry and Bavarian cream filling and white buttercream frosting 	395.00 each
<p>½ Sheet Cake – Serves 30-42</p>	295.00 each
<p>Custom Cake Design and Graphic service. – <i>Custom cake not available precut.</i></p>	150.00 each
<p>Custom Sugar Cookie- Includes Graphic services. (15 cookies minimum)</p>	6.75 each
<p>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</p>	35.00 per hour
<p>Plastic Serveware - starting at 3.99 per person.</p>	3.99 per person



1/2 Sheet Cake - Serves 30 - 42



Full Pan Sheet Cake - Serves 60 - 84

*Custom Cake Orders Cannot Be Cancelled

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



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



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

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.

Delivery Fee

Any orders outside Smith Memorial Student Union must 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.

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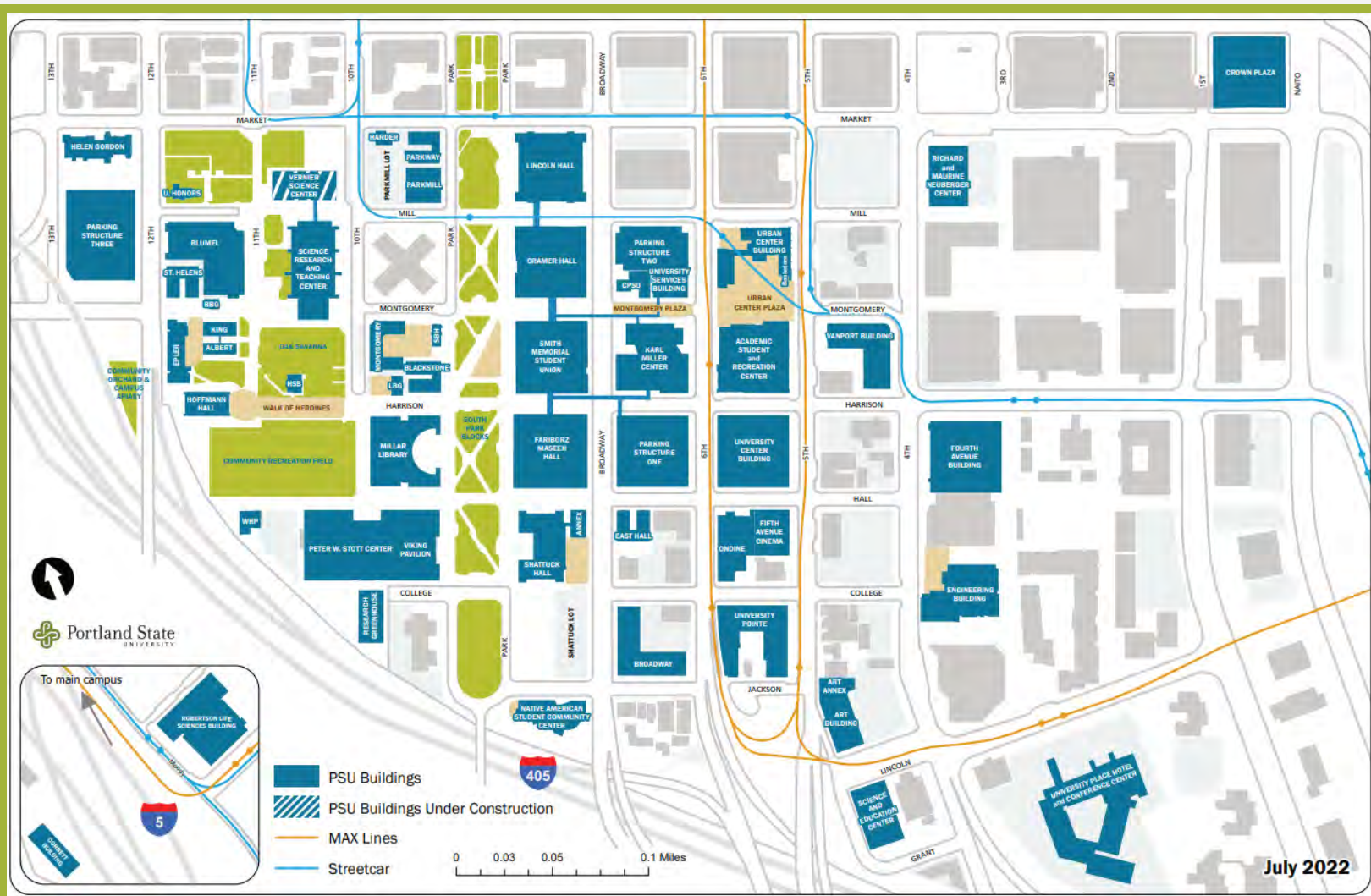
- All SALP orders must be approved by your advisor.
- The request of a Catertrax quote may not include labor or delivery. If your student group needs to request this service, please contact us before submitting your budget.
- The Student menu cannot be used to entertain external groups or non-student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

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Delivery Rates



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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