



Catering Guide

Contacts & Services

CATERING:

Thank you for choosing Louisburg Catering Services for your next event. Louisburg College, partnered with Chartwells, prides itself by supplying our clients with recyclable, organic, & sustainable sources when available.

This guide will present to you our renowned catering services specializing in the full spectrum of dining, from simplicity to elegance. Our staff and seasoned culinary experts are available to assist you with customized menus and decor.

CONTACT:

Leslie Simmonds

Director of Dining Services

chartwellscatering@louisburg.edu

919-497-3321

Levels of Service

BRONZE SERVICE (*Pick-Up Only*)

“In Your Space!” catering services that include disposable utensils, plates, and cups as well as our new retail catering options. This is a pick-up service with disposable service ware.

SILVER SERVICE (*Delivery*)

Enhanced catering services including disposable utensils, plates, cups, and food & beverage linen. Standard paper tablecloth and skirting are available for any additional able necessities. See policy guide for any extra charges that may occur.

GOLD SERVICE (*Perfect for Formal Occasions*)

Our premium Gold Services include china, silverware, and glass ware with standard white linen tablecloths and linen napkins on buffet and guest tables. Specialty linens are available for an additional charge. Note: A rental fee will be issued with your agreement for this particular service.

The "EYE" Opener



The "EYE" Opener

CONTINENTAL

7.29 PER PERSON

Starbucks ® regular & decaf coffee, hot water with an assortment of tea bags.
Fresh mini pastries, gourmet muffins, and fresh fruit & berry salad included.

BAGELS & SWEETS

7.99 PER PERSON

Starbucks ® regular & decaf coffee, hot water with an assortment of tea bags.
Variety of fresh bagels and pastries, breakfast breads, gourmet muffins, with cream cheese and butter. Fresh fruit & berry salad included.

BREAKFAST ON THE FLY

8.29 PER PERSON

Assorted bottled juices, yogurt cups, breakfast bars, and egg & cheese breakfast croissants or muffins.

HEALTHY START

11.99 PER PERSON

Starbucks ® regular & decaf coffee, hot water with an assortment of herbal teas. Multi grain muffins, wheat bagels, and fresh whole fruit. Chilled juices & assortment of Dannon ® lite yogurt served with seasonal berries & granola for toppings.

ELITE BREAKFAST

12.99 PER PERSON

Starbucks ® regular & decaf coffee, hot water with an assortment of tea bags.
Fresh orange juice, fresh pastries, breakfast breads, and breakfast potatoes.

Select one: Fluffy scrambled eggs | Bacon & Egg* | Ham & Cheese*

*Breakfast Croissant

Select one: Crispy bacon | Sausage links | Breakfast ham

Select one: Buttermilk pancakes | French toast and Maple Syrup

The "EYE" Opener

BREAKFAST A LA CARTE

Mixed bagels with butter, cream cheese, and jams & preserves	23 PER DOZEN
Freshly baked artisan muffins	27 PER DOZEN
Assorted fruit & cheese danishes	27 PER DOZEN
Assorted cereal bars	1.49 EACH
Chilled yogurt cups	1.59 EACH

BREAKFAST BEVERAGES

Bottled fruit juices	2.09 EACH
Starbucks ® Coffee (regular & decaf)*	26.00 PER GALLON
Hot water with Lipton ® & Tazo ® Teas*	26.00 PER GALLON
Freshly squeezed florida orange juice*	15.00 PER GALLON

*One gallon serves 10 guests

Taylor Lite Luncheons



Taylor Lite Luncheons

GOURMET LUNCH BAG

7.29 PER PERSON

Choose two sandwich selections:

Ciabatta, Pretzel Roll, Wrap, or Multigrain Kaiser Roll.

Roast turkey, cheddar cheese, and mango chutney.

Smoked ham, swiss cheese, and honey mustard.

Chicken caesar wrap.

Grilled chicken breast, mozzarella cheese, and pesto.

Roast beef and goat cheese.

Smoked ham, cappicola, salami, and fresh mozzarella.

Fresh tuna salad.

Lunches packaged with Oreo® cookies, whole fruit, assorted Frito Lay® products, & *Coca-Cola*® products.

DELI SLIDERS

11.99 PER DOZEN

Brioche rolls prepared with your choice of:

Tuna, ham & swiss, roast beef & cheese, turkey & cheese, vegetarian.

HOT SLIDERS (Minimum 2 dozen)

Chicken sliders: chipotle mayonnaise, and cheese.

16.99 PER DOZEN

Beef sliders: bacon marmalade, cheese, and pickle chips.

21.99 PER DOZEN

Pull pork sliders: braised barbecue pork.

17.99 PER DOZEN

Meatball sliders: mozzarella cheese.

15.99 PER DOZEN

GOURMET WRAPS & SANDWICHES PLATTER

11.99 PER PERSON

Whole grain, pumpernickel, wheat, ciabatta, and wraps.

Grilled eggplant, roma tomatoes, provolone cheese, and pesto mayo.

Turkey, cheddar cheese, cranberry aioli.

Roast beef, bleu cheese, caramelized onions, and garlic aioli.

Fire roasted pesto grilled vegetable wrap.

Citrus grilled chicken salad wrap.

Fresh tuna salad with lettuce and tomato.

Served with fresh fruit & berry salad and gourmet brownies.

Taylor Lite Luncheons

CLASSIC SOUP & SANDWICH STATION **12.99 PER PERSON**

Select Two:

Honey ham | Turkey | Roast beef | Genoa salami | Tuna | Egg Salad
Includes: Deli cheese, lettuce, tomatoes, pickle spears, condiments,
and Frito Lay ® products.

Bread selections include Wheat, White, and Multigrain

MARKET GREENS (Minimum 25 guests) **10.99 PER PERSON**

Mixed greens, tomatoes, cucumbers, dried cranberries, chopped hard-boiled eggs,
bacon, gongonzola cheese, olives, roasted corn, and sunflower seeds.

Your choice of regular and low-fat dressings
Assorted rolls & butter

STRAWBERRY & PEAR SALAD (Individual Salads) **9.99 PER PERSON**

Mixed greens, goat cheese, walnuts, and balsamic vinaigrette.

CAESAR SALAD (Individual Salads) **9.99 PER PERSON**

Romaine lettuce tossed with parmesan cheese and homemade toasted croutons.

Served with Caesar dressing

Add Grilled marinated chicken **3.99**

Add Blackened salmon **5.99**

GREEK (Individual Salads) **9.95 PER PERSON**

Romaine lettuce, feta cheese, kalamata olives, cucumbers, tomatoes, red onions
and peppers. Served with Greek vinaigrette.

GREENS & PASTA TOSS (Individual Salads) **9.99 PER PERSON**

Penne pasta tossed with basil, plum tomatoes, fresh mozzarella, parmesan
cheese, and pesto vinaigrette. Served over a bed of mixed greens.

Taylor Lite Luncheons

ENHANCEMENTS:

Add Grilled shrimp	5.99 PER PERSON
Add Grilled chicken	3.99 PER PERSON
Add Thai beef steak	4.99 PER PERSON

ALL INDIVIDUAL SALADS INCLUDE:

Freshly baked cookies, and assorted *Coca-Cola*® products

A LA CARTE ITEMS:

Roasted garlic potato salad	2.69 PER PERSON
Fresh fruit & berry salad	2.69 PER PERSON
Seasonal vegetable pasta salad	2.59 PER PERSON
Creamy cole slaw	2.59 PER PERSON

In Style Luncheons



In Style Luncheons

MOJAVE MELODY (Minimum 20 guests)

16.99 PER PERSON

Mojo grilled beef or chicken breast. Served with Salsa, guacamole, sour cream, grilled onions and peppers, shredded lettuce, cheddar cheese, flour tortillas, southwest corn, and bean salad

Freshly baked cookies

Assorted 2 liter *Coca-Cola*® products (one 2 liter per 10 guests)

TUSCANY SUN (Minimum 20 guests)

17.99 PER PERSON

Select one: Caesar salad | Mixed green salad

Select one: Bowtie alfredo | Penne pasta pomodoro

Select one: Meat lasagna | Vegetarian lasagna | Chicken parmesan
| Chicken française

Italian style garlic bread sticks

Assorted 2 liter *Coca-Cola*® products (one 2 liter per 10 guests)

THE ATHENS TABLE (Minimum 20 guests)

16.99 PER PERSON

Select two: Shaved lamb | Grilled chicken | Vegetable kabobs

Served with tzatziki cucumber sauce, stuffed grape leaves, hummus & pita bread, Israeli vegetable couscous

Freshly baked cookies

Assorted 2 liter *Coca-Cola*® products (one 2 liter per 10 guests)

NACHO FIESTA (Minimum 20 guests)

12.99 PER PERSON

Chef's Beef Chili. Served with tortillas, diced tomatoes, sour cream, salsa, guacamole, sliced olives, diced red onions, jalapeños, cilantro, and queso

Warm churros

Assorted 2 liter *Coca-Cola*® products (one 2 liter per 10 guests)

Hurricanes Barbecue



Hurricanes Barbecue

JPAC BACKYARD BARBECUE

6.99 PER PERSON

Quarter pound juicy all beef burgers and all beef hot dogs

Boca Burgers® are available by request

Served with assorted condiments and bulk potato chips

Assorted 2 liter *Coca-Cola*® products (one 2 liter per 10 guests)

ALL AMERICAN COOKOUT

10.29 PER PERSON

Quarter pound juicy all beef burgers and all beef hot dogs

Boca Burgers® are available by request

Served with American cheese, pickles, lettuce, tomato, onion, assorted condiments, and individual Frito Lay® products

Assorted 2 liter *Coca-Cola*® products (one 2 liter per 10 guests)

Outdoor BBQ will require Chef to be in attendance. A Fee of 75.00 will be charged.

INDOOR BARBECUE

14.99 PER PERSON

Pick one: Barbecue pulled pork | Barbecue chicken

Served with warm bread rolls, homemade coleslaw, and barbecue baked beans

Freshly baked cookies

Assorted 2 liter *Coca-Cola*® products (one 2 liter per 10 guests)

ENHANCEMENTS:

Add Chicken breast

5.99 PER PERSON

Add Grilled Bratwurst

3.99 PER PERSON

Add other specialty items by request

4.99 PER PERSON

Elegant Entrees



Elegant Entrees

A LA CARTE MENU

CHEF'S SOUP OF THE DAY	4.99 PER PERSON
ICE SHRIMP COCKTAIL	6.99 PER PERSON
WARM GOAT CHEESE SALAD Baby greens, sliced apples, warm goat cheese, and spices.	6.99 PER PERSON
CAESAR SALAD Romaine lettuce, parmesan crisp, and caesar dressing.	5.99 PER PERSON
THE WEDGE Iceberg lettuce, aged bleu cheese, grape tomatoes, and hickory smoked bacon.	6.99 PER PERSON
MIXED GREEN SALAD Mesclun greens, cucumber, tomatoes, candied walnuts, balsamic strawberries, and balsamic vinaigrette.	5.99 PER PERSON

POULTRY

CHICKEN PICATTA Sautéed chicken breast in lemon, wine, butter, and capers.	15.99 PER PERSON
CHEF'S SIGNATURE CHICKEN FLORENTINE Chicken breast stuffed with spinach, goat cheese, and sundried tomatoes with smoked paprika mornay sauce.	17.99 PER PERSON
HOISIN GLAZED CHICKEN BREAST Sweet and salty, light Asian barbecue fusion.	14.99 PER PERSON
NEW ORLEANS BOURBON CHICKEN Marinated bone in chicken, Louisiana style.	14.99 PER PERSON

Elegant Entrees

SEAFOOD

PAN SEARED TILAPIA

Orange jalapeño glaze.

MARKET PRICE

MISO GLAZED SALMON

Thai basil sauce with sesame bok choy.

MARKET PRICE

BALTIMORE STYLE CRAB CAKES

Served with Joe's Mustard Sauce.

MARKET PRICE

PINEAPPLE JERK SHRIMP KABOBS

Jumbo shrimp Cajun style.

18.95 PER PERSON

VEGETARIAN OPTIONS

HAND CRAFTED SEASONAL RAVIOLI

15.99 PER PERSON

BUTTERNUT SQUASH & FRIED SAGE PENNE

PORTABELLA MUSHROOM

12.99 PER PERSON

Stuffed with cippolini onion and roasted tomato couscous.

Select One: Roasted Red Bliss Potatoes | Roasted Garlic Mashed Potato
Long Grain Rice | Saffron Risotto Cake | Sweet Potato Mash

Entrees Include: Artisan rolls & butter, one starch, and one seasonal vegetables
Chef's choice of dessert

Ravishing Receptions



Ravishing Receptions

CHILLED HORS D'OEUVRES

priced per dozen
(Minimum 4 dozen)

PEPPER CRUSTED AHI TUNA Crisp wonton chips and wasabi aioli.	22.00 PER DOZEN
SALMON CANAPÉS Nova lox on cucumber rounds.	24.00 PER DOZEN
BEEF CROSTINI Tenderloin of beef with caramlized onions.	29.00 PER DOZEN
NEW ENGLAND LOBSTER SALAD Served in cucumber cups.	3.99 EACH
SEAFOOD CEVICHE Served in shooter cups.	3.99 EACH
SHRIMP SHOOTERS Bloody mary cocktail sauce.	2.29 EACH
ORGANIC VEGETABLES & HUMMUS Served in tasting cups.	2.69 EACH
ANTIPASTO KABOBS Tomato, artichoke, olives, and mozzarella cheese.	2.89 EACH

Ravishing Receptions

WARMED HORS D'OEUVRES

priced per dozen
(Minimum 4 dozen)

APPLE CHICKEN OR PORK SAUSAGES

PER DOZEN

Cheddar ale dipping sauce or saurkraut mustard dipping sauce.

PORK FENNEL SAUSAGES

PER DOZEN

Cheddar ale dipping sauce or saurkraut mustard dipping sauce.

ROAST DUCK ON SWEET POTATO

PER DOZEN

Sweet potato chips, cranberry chutney, and crispy ginger.

BACON WRAPPED Shrimp

PER DOZEN

Brown sugar glaze.

MINI DUCK TACOS

PER DOZEN

Cranberry chipotle sauce with pickled slaw.

COCKTAIL LAMBCHOPS

MARKET PRICE

Rosemary aioli.

ASIAN VEGETABLE SPRING ROLLS

19.00 PER DOZEN

Thai chili dipping sauce.

PAN SEARED VEGETABLE POT STICKERS

23.00 PER DOZEN

Wasabi soy dipping sauce.

CARIBBEAN COCONUT CHICKEN SKEWERS

29.00 PER DOZEN

Passion fruit dipping sauce.

THAI BEEF COCKTAIL MEATBALLS

19.00 PER DOZEN

Skewered and dusted with sesame seeds.

Delicious Displays

SEASONAL FRUIT DISPLAY **SM. 39** **MED. 59** **LG. 89**

IMPORTED AND DOMESTIC CHEESES **SM. 39** **MED. 59** **LG. 89**

Garnished with fresh fruit & berries and assorted crackers.

ORGANIC VEGETABLE DISPLAY **SM. 39** **MED. 59** **LG. 89**

Grilled or chilled; freshly sliced portabella mushrooms, eggplant, red peppers, asparagus, baby carrots, and baslamic vinaigrette.

HUMMUS & PITA **MED. 59** **LG. 89**

Vegetarian chickpea spread or Roasted red pepper chickpea spread.
Served with baked pita chips

CAPRESE **MED. 59** **LG. 89**

Vine ripe tomatoes, mozzarella cheese, fresh basil, and balsamic glace.

CREAMY ARTICHOKE & SPINACH DIP **MED. 59** **LG. 89**

Tri-color corn chips and baguette bread.

GREEK PLATTER **MED. 46** **LG. 96**

Gigante beans, Imported & Domestic olives, marinated mushrooms, peppadew, feta cheese, and flat breads.

Small Serves 10 to 12 Guests

Meduim Serves 15 to 25 Guests

Large Serves 30 to 40 Guests

Delicious Displays

TRUFFLED KETTLE CHIPS & DIPS (serves 30-40 guests) **129.00**
Dips: Crab, black bean, chickpea, hummus, bleu cheese & bacon.

TAPANDE BAR (serves 40-50 guests) **79.00**
Kalamata olive, cilantro pesto, roasted red pepper, sundried tomato, flat bread crackers, and baguette bread.

BAKED BRIE EN CROÛTE **90.00**
Seasonal fruit, toasted almonds, sliced french bread.

SUSHI DISPLAY (85 pieces) **169.00**
Soy sauce, sliced ginger, and wasabi

ITALIAN ANTIPASTO **MED. 79 LG. 129**
Imported salami, pepperoni, and prosciutto.
Aged parmesan, mozzarella, and provalone cheese.
Marinated artichoke hearts, mushrooms, specialty olives, roasted red peppers and pepperoncinis.
Served with flat breads and baguette breads

Action Stations

May Require a Chef to Attend Station 75.00 will be charged.

GRILLED CHEESE STATION

8.99 PER PERSON

Served with Truffled potato chips

The Bardot: Wisconsin brie, brown sugar roasted pork belly, candied walnuts, and bosc pears on french sourdough bread smother in onion & fig spread.

The Dixie: Wisconsin sharp white cheddar, cream cheese, bacon, and a buttermilk fried green tomato on a crispy baguette.

The All American: American cheese, vine ripe tomato, and hickory smoked bacon.

CHICKEN & WAFFLE STATION

7.99 PER PERSON

Homestyle breaded chicken tenders, waffles, and gravy.

PASTA TOSS (Minimum 30 guests)

7.99 PER PERSON

Select two: Penne | Bowtie | Tortellini

Select two: Alfredo | Marinara | Pesto | Vodka Sauce

Other ingredients include, but not limited too:

Mushrooms, sundried tomatoes, squash, zucchini, olives, roasted red peppers, garlic, and olive oil.

THE ASIAN

8.99 PER PERSON

Stir Fried Snow peas, peppers, bok choy, broccoli, mushrooms, bamboo shoots, rice or lo mein noodles.

Served in traditional to-go boxes with chopsticks.

NOODLE BAR

8.99 PER PERSON

Vegetable miso base broth or Chicken, organic vegetable & shredded protein selections, Pad Thai & Lomein Noodles.

ENHANCEMENTS TO PASTA TOSS AND STIR FRY:

Add Grilled Chicken **3.99 PER PERSON**

Add Tempura Chicken **3.99 PER PERSON**

Add Beef Meatballs **2.99 PER PERSON**

Action Stations

May Require a Chef to Attend Station 75.00 will be charged.

Hurricanes Wings (Minimum 30 guests) Served with bleu cheese, celery, and carrots Grilled jumbo chicken wings with your choice of: Garlic Sesame Thai Barbecue Traditional	7.99 PER PERSON
FISH TACOS (Based on two per person) Marinated halibut, soft flour tortillas, jícama slaw, avocado, tomato, and cilantro lime créma.	8.99 PER PERSON
BRAISED SHORT RIBS STATION Slow cooked beef in rich port wine demi glace. Served over truffled mash potatoes.	10.99 PER PERSON
LAVENDAR-LEMON PORK LOIN Artisan rolls and mango chutney.	7.99 PER PERSON
COCOA-CHILI RUBBED BEEF TENDERLOIN Artisan rolls and natrual au jus.	9.95 PER PERSON
SAGE TURKEY BREAST Artisan rolls, cranberry aioli, cranberry sauce, and traditional gravy.	7.95 PER PERSON
SPANISH PAELLA Chicken, shrimp, mussels, chorizo, saffron infused rice, peas, roasted red peppers, and asparagus tips.	12.95 PER PERSON

Delectable Desserts



Delectable Desserts

BITE SIZE CHEESECAKES	18.00 PER DOZEN
BROWNIE BASH AND BLONDIES	17.00 PER DOZEN
BOUTIQUE MINI CUPCAKES	12.99 PER DOZEN
ASSORTED COOKIES	12.99 PER DOZEN
GELATOFINO DESSERT SHOOTERS Tiramisu Chocolate & Raspberry Key Lime	MARKET PRICE
FRESH CHOCOLATE DIPPED STRAWBERRIES	23.99 PER PERSON
DECONSTRUCTED CANNOLI Italian chocolate chip cannoli cream with grahamcrackers, biscotti, and sugar cookies.	6.99 PER PERSON
EXTREME SUNDAE BAR Chilled with your choice of ice cream, nuts, sprinkles, hot fudge, caramel, whipped cream, and cherries.	6.99 PER PERSON
ICE CREAM NOVELTIES Assorted bars, cones, sandwiches, and more!	2.69 PER PERSON
SPECIAL OCCASIONS For specialty cakes or desserts, please contact your catering professional.	

Beverage Service

NON-ALCOHOLIC BEVERAGES

STARBUCKS ® REGULAR & DECAF COFFEE	26.00 PER GALLON
<i>Coca-Cola</i> ® PRODUCTS (CANS)	1.50 PER PERSON
<i>Coca-Cola</i> ® PRODUCTS (2 LITER)	2.95 PER PERSON
DASANI ® BOTTLED WATER	1.50 PER PERSON
ASSORTED BOTTLED FRUIT JUICES	2.09 PER PERSON

Meeting Well



Meeting Well

CONTINENTAL BREAKFAST

14.99 PER PERSON

Low-fat granola, assorted cold cereal, fresh fruit
Low-fat vanilla yogurt with toppings
Fresh fruit, yogurt & granola parfaits
Mini scones & mini muffins
Whole wheat bagels
Served with Promise® spread, peanut butter, nut butter
Light cream cheese, or 100% whole fruit preserves
Variety of breakfast beverages

SANDWICH LUNCH

12.99 PER PERSON

Chicken tzatziki in whole wheat pita
Tuna salad on whole wheat
Greens and herb salad or brown rice salad
Assorted cookies
Lunch beverages

HOT ENTREES

14.99 PER PERSON

Moroccan spices chicken with sweet potato & vegetable tagine
Greens & herb salad
Whole wheat spicy pita bread
Seasonal fruit
Mini cookies or brownie bites

In Your Space



Louisburg COLLEGE STUDENT CARRY OUT MENU

As a part of the Louisburg College campus community, Louisburg College Catering Services is dedicated to serving the diverse needs of campus students. Taking into consideration student groups and organizations have budget requirements we strive to offer you the best possible pricing and still serving the highest quality.

Menu items are subject to change.

Pick up times and location will be determined by the Catering Department.

In Your Space

STARTERS

(Minimum 4 dozen)

MOZZARELLA STICKS

Served with marinara dipping sauce.

12.99 PER DOZEN

BEEF MEATBALLS

Served with teriyaki or marinara sauce.

18.99 PER DOZEN

CHICKEN WINGS

Served with barbecue, garlic, or buffalo sauce.

24.99 PER DOZEN

CHICKEN TENDERS

Served with barbecue, garlic, or buffalo sauce.

18.99 PER DOZEN

DRESSING & CELERY

6 oz. portion of bleu cheese or ranch, includes 20 celery sticks.

1.59 PER PERSON

SPINACH & ARTICHOKE DIP

Artichokes & spinach blended with cheeses.

Served with tortilla chips.

SM. 29.99 LG. 49.99

CHEESE DISPLAY

Assorted Imported & Domestic cheeses and crackers.

SM. 32.99 LG. 59.99

SEASONAL FRUIT DISPLAY

SM. 29.99 LG. 59.99

In Your Space

SALADS

MIXED GREEN SALAD

HALF: 16.99 FULL: 30.99

Mixed greens, tomato, cucumber, red onion, olives, pepperoncini peppers, balsamic vinaigrette.

CAESAR SALAD

HALF: 13.99 FULL: 19.99

Romaine lettuce, caesar dressing, toasted croutons, and parmesan cheese.

ANTIPASTO SALAD

HALF: 17.99 FULL: 34.99

Pepperoni, red onions, pepperoncini peppers, cucumbers, provolone and feta cheese with italian vinaigrette.

ENTREES

CHICKEN PICATTA

HALF: 34.99 FULL: 65.99

Sautéed in lemon garlic caper sauce

CHICKEN PARMIGIANA

HALF: 40.99 FULL: 78.99

Breaded and sautéed chicken breast topped with marinara sauce and mozzarella.

COUNTRY FRIED CHICKEN

HALF: 29.99 FULL: 48.99

Assorted breasts, wings, and drums

JERK CHICKEN

HALF: 39.99 FULL: 79.99

Oven baked with Island seasoning

BOURBON FLANK STEAK

HALF: 42.99 FULL: 82.99

Sliced Bourbon and brown sugar marinated flank steak

Note: Half Pan serves 10 guests | Full Pan serves 20 guests

In Your Space

PASTA

MEAT LASAGNA

HALF: 29.99 FULL: 57.99

Traditional lasagna noodles layered with rich meat sauce and mozzarella cheese.

VEGGIE LASAGNA

HALF: 27.99 FULL: 55.99

Lasagna noodles layered with medley of seasonal vegetables, parmesan and romano cheeses.

PENNE ARRABBIATA

HALF: 42.99 FULL: 89.99

Spicy sausage and crushed red pepper with marinara.

BAKED ZITI

HALF: 48.99 FULL: 89.99

Meat sauce, spicy italian sausage, mozzarella, parmesan, and ricotta cheeses baked to perfection.

SIDES

MASHED POTATOES

HALF: 11.99 FULL: 24.99

Russet potatoes mashed with garlic.

VEGGIE MEDLEY

HALF: 14.99 FULL: 28.99

Fresh local seasoned vegetables, grilled or steamed.

ROASTED RED POTATOES

HALF: 9.99 FULL: 18.99

Baby potatoes tossed in oil and seasoning.

ASSORTED ROLLS WITH BUTTER GARLIC STICKS WITH BUTTER

HALF: 6.99 FULL: 11.99

HALF: 7.99 FULL: 12.99

Note: Half Pan serves 10 guests | Full Pan serves 20 guests

Policies & Procedures

INQUIRIES

Whether ordering or inquiring about your order, please provide us with your name, department or organization, e-mail, phone and fax numbers, type of event, time, venue, menu interests, anticipated number of guests, and your level of service.

CONTRACTS

When you place your order, you will receive an agreement for your review. This agreement contains a summary of your order, and an agreement number to which you will refer to when making any changes.

If no changes need to be made, then your signature will be required in ink and turned in to the Catering Department via e-mail (chartwellscatering@louisburg.edu), or returned to the office.

CANCELLATIONS & ADJUSTMENTS

All cancellations should be made **72** hours prior to the catered event.

Orders received within 12 hours of the event will be subject to a late charge.

50% of the event cost will be charged if order is cancelled within 48 hours of the event date. 100% of the event cost will be charged if order is cancelled the day of the event.

Guaranteed number of guests or any adjustments to the order should be finalized **72** hours prior to the catered event.

BILLING PROCEDURES

University departments will be invoiced at the conclusion of the event. You will receive an invoice via Financial Services.

Student organizations, groups, and clubs will be required to provide a P.O. prior to the event.

Policies & Procedures

LATE PAYMENTS

Late charges will be assessed for clients with pending invoices.

Any department/client that owes monies from previous dates must process all payment prior to any new events to take place. There will be no exceptions.

Chartwells' Controller can provide you with a list of anything outstanding.

STAFFING NEEDS

Staff will be provided for a minimum of 4 hours per event.

Any plated or buffet event with a guest count of 25 or more requires the assistance of an attendant in Captain attire.

Action Stations & Carving Stations will require a chef for a fee of \$75.00.

Gold Service or plated events may require the assistance of a dishwasher.

FOOD SAFETY

All food will be served at proper temperatures as required by the North Carolina Department of Health. Any leftover food remains the property of Chartwells to ensure that all food is handled properly and transported in the manner required by law. To-Go containers are not provided to Guests or Clients.

Policies & Procedures

CUSTOMER RESPONSIBILITY

Chartwells is not responsible for supplying of tables*. Housekeeping and Facilities are the appropriate contacts to fulfill these needs.

*Tables should be no bigger than 6 feet, unless approved.

The client must coordinate how many tables are needed for the event & communicate with the Catering Department. The customer is responsible for any broken or missing products. This includes tongs, plates, props, etc.

If a food waiver is needed, you must turn in a copy of the approved waiver from Financial Services to the Catering Department.

The client must provide services with on-site sponsor signage and valid letter of donation for any donated products.

The clients are responsible for confirming contacts with a signature 72 hours prior to the event. Confirmation of such states the final guest count, times of the catered, and location.

RENTALS

Linen charges apply for any additional tables besides the buffet tables when client limits service level to “Silver Service” or “Gold Service”.

- Standard white linen napkins
- Standard white linen 52 x 144 and 85 x 85
- Linens and Navy skirting
- Gold Service includes all guest tables, but will not include any additional tables.

Chartwells carts can be borrowed at no charge when picking up products for your event, but a Driver’s License must be submitted to our staff until carts are received at Catering headquarters.