

EWU

University Dining &
Catering Services

Menu



Event Planning
& Scheduling

Tom Shaffer
101 Tawanka Hall
509-359-6857



Dining & Catering Services
Eastern Washington University

About Catering Service at EWU

Catering Services is a division of Eastern Washington University Dining Services, the premier organization for retail and hospitality on Eastern Washington University's campus. Our menu reflects our commitment to quality and outstanding service.

We pledge to support personal transformation through excellence in learning by providing nutritional food and quality service which promote social interaction among students, faculty, and staff in a friendly and inviting atmosphere.

Our team strives to develop and produce customized events for each client. Use this guide to assist with your event planning, and feel free to contact our experienced staff to help create a menu, develop theme and design the perfect atmosphere for your event. We look forward to serving you and your guests.



Planning, Policies, and Statements

Reserving Space

The first step is to decide which space is best suited for your event, it is best to contact scheduling and catering with as much notice possible. Please visit <http://access.ewu.edu/event-planning> to start! A written request for facilities must be submitted to EWU Scheduling at least **10 business days** in advance of the activity date. The request should include an event title, and outline of the event/activity including timelines, site schematics, and equipment list. Events scheduled with late notice or outside of regular business hours may see additional support fees. Events scheduled on a legal holiday will be charged at 1.5 times the standard rate to accommodate the facility needs while campus is closed.

- All reservations must be confirmed prior to development of menus for banquets and receptions.
- Office Hours: Mon – Fri 8:00am to 5:00p.
- Event Planning Contact: tshaffer2@ewu.edu or 509-359-6857
- Scheduling Contact: diningschedu@ewu.edu or 509-359-4249

Exclusivity

EWU Dining & Catering Service is the exclusive caterer on the Eastern Washington University campus. All catering must be coordinated through EWU Dining & Catering Services. Small, private non-catered events involving food, i.e. potlucks, brown bags, bake sales may bring their own food without obtaining permission. All food and beverage services on campus are to be provided in compliance with Washington State Law, the Spokane County Health Department, and the policies of Eastern Washington University. Outside food and beverage may not be brought to EWU campus facilities without the explicit permission from the Director of Dining Service.

Placing Your Order

When filling out your event request form please indicate catering or place your order by calling the Event Planner at 509-359-6857 or tshaffer2@ewu.edu. Please provide the following information:

- Event date, start and end times
- Location- building and room number
- Approximate guest count (suggest to start with the maximum number)
- **Menu arrangement must be completed 10 days prior to the event**
- Final Counts are required 3 working days prior to event.
- A signed contract must be returned to the Event Planning Office to secure services prior to your event.

Our team will work closely with you to ensure your event needs are met with customized menus and event packages.

Additional Required Forms

A completed and signed Light Meals & Refreshment Form (available at <http://access.ewu.edu/travel/meals-and-light-refreshment>), Agenda, and Guest List are **required** for all university sponsored events. Forms must be signed and dated by the person with budget authority for your department and returned **three days prior** to the event.

Advanced Notice

Event Planning and Catering Services require that catering request be submitted a **minimum of ten business days** in advance of the event. Menu selection may be limited after the ten day deadline. Five business days' notice is required in order to avoid a late order fee.

Please note that any events requested to occur on recognized state holidays will incur an upcharge of 1.5 times the standard rate to compensate the additional food service labor required for such events during closure of campus.

Minimum Order

Due to the additional labor required to fulfill such food requests, minimum orders are required. Orders for less than the posted minimum requirement will be charge for the minimum requirement as listed. Small groups are welcome to go through our dining facilities located in the Pence Union Building, URC, or Tawanka Hall. Persons can pay cash or arrange in advance for meals to be charged to the sponsor's bill.



Special Request

Our Event Planner will gladly customize menus for particular occasions, additional charges may apply. **Please allow for ten business days advanced notification.** Our Event Planner can make arrangements for flowers, special decorations or equipment to complement your event.

Health Regulations

Due to Spokane County Health Department regulations, typical food service time for an event is one-two hours, not including setup or cleanup time. If additional time is required, service costs will be calculated accordingly. Should your event require catering services (beverage, staff, equipment rental) exceeding the two-hour time frame, additional fees will apply.

Any removal of food that has been stored at room temperature during the event needs to be discarded after two hours. Our servers are instructed to compost all buffet items and are not allowed to authorize guests to take home items at the conclusion of a catered event. By removing leftover food from the event site, the client releases EWU Dining & Catering Services from any liability with regard to possible spoilage or food-borne illness.

China Service

We have beautiful china, goblets, and silverware to help you formalize your event. The charges will differ depending on the type of service you choose. We provide disposable ware and linens for food service tables with our standard catering events. Please consult with our Event Planner to upgrade your special event with full table service and qualified service personnel.

Linens

EWU Catering Service's standard is to provide linens for food service table as well as seating tables. This does not include pick-up orders or items ordered ala carte through our menu. We are happy to work with you to arrange an order for custom linens (color, size, length, etc.) Additional linens for check-in tables, display, seating tables, etc., are available for a rental fee of \$8.00 per tablecloth and napkins at \$0.60 each. Table skirting is available for \$17.50 per table. Confirm additional linens and skirting with at least five business days in advance. Linens are subject to availability.

Smoking & Open-Flame Policy

In accordance with University Policy, smoking and open flames are not permitted at catered events. Should your event require candlelight, please contact our Event Planner to discuss how to obtain written permission for such needs.

Final Order Confirmation

An itemized list of your request will be sent to you to serve as your confirmation. Please review this document carefully to confirm that all information is correct. It is our desire to serve you promptly at the hour you select. Additional charges will be assessed for every half hour delay past your designated start or ending times. In the event that your group will be arriving later than scheduled, please notify the Catering staff. If there are any adjustments you wish to make or if you have questions, please contact the Event Planning office no later than three business days prior to your event. To ensure the highest possible quality of food and services, your cooperation is greatly appreciated.

Cancellation and Changes Policy

We will honor a three day minimum on cancellation of any catering events without penalty. If the request to cancel services is given with less than three days' notice, you may be charged up to 25% of quoted fees. Cancellations within 24 hours of the event will result in a charge of the full cost of the event.

Final counts for all events are required three working days prior to the event. While we can sometimes accommodate you with less lead time, sufficient notice allows us to schedule our production staff needs, so we may best serve you and other clients.

Note: The number of Guaranteed Attendants will generally be charged even if fewer guests attend. In the event that no guarantee number is given, the estimate number as listed on the Event Contract will be used. Should your guest count exceed expectations, you will be charged for additional guests.



Inclement Weather Policy

When inclement weather impacts the normal operation of our catering service, we will make every attempt to safely provide our services for our guests. We will also make every attempt to contact our guests to confirm the status of their event and notify them in a timely manner regarding any changes in our services. This includes the delivery and setup of rental equipment (i.e. freestanding tents). During these challenging weather incidents, it is necessary for us to assess the safety of our team, while giving the utmost consideration to our catering guest's orders.

Outdoor Event Request Guideline & Disclaimer

Any group requesting catering services may request for the event to be held outside. We also ask for you to plan a weather backup option (see Inclement Weather Policy). EWU Catering Services is required by the local health department to provide coverage for our food buffets and other processes to insure the safety of the food items. Any event requested outside will incur a minimum of \$50.00 charge and may increase as the scope of the events grows. We also reserve the right to make changes to your event outside due to factors regarding safety, insect infestation and weather.

Liquor Permit Applications and Hosted Liquor Service

In adherence to the EWU University Alcohol Policy all liquor served on campus **must** have prior approval (a signed liquor permit application) from the Vice President of Student Affairs.

Liquor Permit Applications for on campus events may be obtained through Event Planning & Catering Website (<http://access.ewu.edu/event-planning/alcoholpermitrequest>). Applications must be completed 5 days in advance of the event. University Police and Catering Services reserve the right to terminate liquor service at any function. The Washington State Liquor Control Board requires liquor to be served only to person's 21 years of age or older. For more information on the EWU liquor policy please visit <http://access.ewu.edu/police/student-guidelines/alcohol-revised-code-of-washington>.

Sustainability Practices

Sustainability embodies the premise that we must make mindful decisions about the quality of life for ourselves and future generations. University Dining Services has the ethical and moral obligation to carefully assess all of our decisions that connect to issues of economic viability, social justice and environment preservation. We recognize that the benefits to all of our local and global neighbors are substantial and we want to be a part of creating a healthier world.

Sustainable Practices include:

- Focus on Increased utilization of local foods, local being those items from or produced in the tri-state area.
- Dining Services provided Eco Products; they are renewable and compostable disposable products which are ASTM certified, 100% biomass and suitable for commercial composting. Products are collected from the kitchen and dish room areas in all of our operations for composting. They are excellent fuel components for the Spokane Waste to Energy Plant, where they burn cleaner and produce 2nd generation energy.



Food Allergies, Intolerance and Specialty Diet Policy

Eastern Washington University Dining and Catering Services is committed to meeting the needs of guests who have special dietary needs or restrictions. In most instances, and with advance notice, EWU Dining & Catering Services can generally accommodate food allergies, intolerances and vegetarian diets. However, for the safety of your event guests, it is important to note that EWU Dining & Catering Services is unable to fully accommodate all types of special and therapeutic diets. Additional charges may be included for services.

How to Request an Accommodation

STEP 1 – EVENT PLANNER: Provide your guests with special diets the information on this page and the associated links.

The event planner assumes responsibility for:

- 1) The accuracy and completeness of the information provided to your guests, and
- 2) For accommodation requests being submitted at least 10 business days prior to the camp start date.

STEP 2 – EVENT GUESTS: Complete and submit the [Online Request Form](#)

- 1) EWU Dining Services is unable to accept requests submitted through other means.
- 2) The quick [online form](#) is usually received within minutes of submission.
- 3) Please have requests submitted at least 10 business days prior to the event date.

STEP 3 – EVENT GUESTS: Identify themselves at meal service.

Depending on both the specifics of the event and your dietary needs, you will either be provided a special meal or be given further instruction.

- 1) Upon arrival to the event meal service, guest must find a member of the Catering Staff and identify themselves.
- 2) When the guest self-identifies, the Catering Staff will either
 - a) Provide a special plated meal, or
 - b) Give the guest further instruction.

Food Allergy/Intolerance Disclaimer:

EWU Dining Services makes effort to identify ingredients that may cause allergic reactions for those individuals with food allergies and other food ingredient related reactions. However, there is always a risk of contamination and the possibility that the manufacturer of the commercial foods we use could change the formulation at any time and without notice. Additionally, the foods we prepare without gluten ingredients are not certified Gluten Free. Consumers concerned about food ingredients should be aware of these risks.

Special Diet Accommodation Request Form can be found at:

<https://sites.ewu.edu/dining/special-diet-request-form/>

Peanut and Tree Nut Use Statement

In an effort to reduce potential risk to the students, employees and guest of the University that are at risk from allergic reaction to peanuts and tree nuts, Dining Services is no longer using peanuts or tree nuts in the production of foods from our kitchens and bakeries. This is a concerted effort to control the potential cross contamination that may occur when using these products in our operations. Dining Services will continue to offer commercially prepackaged items that may contain nuts or nut products. Dining Services will continue to use spices that may include or be processed in a factory that has nut or nut product present. If at any time you have questions concerning the ingredients used in any of our products please contact a Dining Services Team member and they will help provide the information needed.



Pickup and Delivery

Delivery charges will be assessed for events held outside of the main University Dining Services buildings (Tawanka Hall and Pence Union Building). To avoid delivery charges, you may arrange for a pickup for your items at one of our Dining Facilities. Delivery charges may increase due to the location and level of service required for your event (including for the delivery of rental equipment).

Any event requesting delivery outside of Cheney city limits will incur a minimum delivery charge of \$100.00. Clients will be charged at a rate of \$25.00 for each additional hour required to staff the event.

Catering Equipment Rentals

As the host of the catered event, you are responsible for the equipment we have provided for the service of your catered event. Any missing or damaged catering equipment or supplies will be charged to your account at replacement cost. The sponsoring organization and/or individual will be held responsible for the equipment and its condition. Equipment can be rented from our department. Arrangements can be made through the Event Planning Office. Tablecloths are provided on food/beverage buffets and for served meals options. Please refer to the Rental Equipment page for more information.

Menu Pricing

The menu prices published within this document are intended to be the prices charged for the duration of the catering year. Because of sharp increases in food costs, Catering Services reserves the right to adjust the price of items that have experienced significant escalation of cost or to recommend a replacement menu item. Such adjustments or replacements will be stated in writing before issuance of a revised contract and with full disclosure to all parties.

Payment

Event Planning will send an Invoice to the billing address provided following your event. This form should be signed and dated by an individual with budget authority and returned to the Event Planning Office.

University Sponsored Events

EWU departments may use an Index Code, Foundation Funding, or Grant Funding for payment. To use an Index Code, the appropriate dean, director, or vice president must approve the expenditure prior to the event via a Meals & Light Refreshments form (available at <http://access.ewu.edu/travel/meals-and-light-refreshment>). This form must accompany a Flyer or Agenda from the event, as well as a List of Attendees if applicable.

If you are paying with EWU Foundation Funding, all disbursements made must have written justification which meets auditing purposes. Please submit a requisitions/invoice voucher to Foundation, 127 Hargreaves (form available at <http://www.ewu.edu/groups/foundation/FoundationReq.pdf>).

At EWU, all applications for external funding, whether federal, state, local, or private, must be reviewed and approved by the Office of Grant and Research Development prior to submission. All documentation should be submitted to the Grants Office, Showalter 210, to obtain a signature authorizing payment prior to submission to Event Planning.

Non-University Sponsored Events

For individuals and off-campus businesses, full payment of the estimated charge is due three business days prior to your event. Payments may be made by cash, check, or credit card. Any additional or remaining charges will be billed following the event, and payment is due within 30 days of invoicing.

Return Payment and Required Documents to:

EWU Dining & Catering Services
Tawanka 120
Cheney, WA 99004

Phone: (509) 359-6857

Fax: (509) 359-4829



Table of Contents

- *Good Morning Menu*
 - *Lunch Menu*
 - *Salad Selections*
- *Sandwich Selections*
 - *Hors d'oeuvres*
 - *Reception Trays*
- *Snacks & Light Bites*
 - *Entrees*
 - *Theme Buffets*
 - *Bakery Sweets*
 - *Cakes*
- *Reception Package*
 - *Beverages*
- *Rental Equipment*



Good Morning Menu

Prices are per person. Menus pricing include ice water service and linens for your seating tables.

Continental: \$8.95 V

Minimum order of 12 people

An assortment of petite pastries, chilled juices, hot tea, and gourmet coffee.

Continental Breakfast Deluxe: \$9.95 V

Minimum order of 12 people

Assorted petite pastries, fresh fruit tray, chilled juices, hot tea, and gourmet coffee.

Eagle Continental: \$10.95 V

Minimum order of 12 people

Assorted petite pastries, fresh fruit salad, and Low-fat and Greek honey yogurts served with granola, strawberry, blueberry, and mandarin orange toppings. Includes chilled juices, hot tea, and gourmet coffee.

Eagle Classic: \$15.95

Minimum order of 25 people

Two-egg omelet, grilled red potatoes, sliced hickory ham, assorted petite pastries, fresh fruit, chilled orange juice, hot tea, and gourmet coffee.

Eastern Sampler: \$11.95

Minimum order of 25 people

Choice of three items from the morning upgrades section. Served with chilled juice, hot tea, and gourmet coffee

Gourmet Brunch: \$20.95

Minimum order of 25 guests

Your choice of scrambled eggs or a two-egg cheese omelet, grilled red potatoes, carved hickory ham, cheese blintz with strawberry sauce, fresh baked pastries, and specialty salads. Includes chilled juices, hot tea, and gourmet coffee.

Morning Upgrades: Enhance Any Menu Item

Prices are per person

Cheese omelet V GF	\$2.50
Scrambled Eggs V GF	\$2.50
Vegetable Cheese Strata V	\$2.50
Grilled Red Potatoes V	\$2.50
French Toast V	\$2.50
Buttermilk Pancakes V	\$2.50
Bacon	\$2.50
Sausage Links	\$2.50
Grilled Hickory Ham	\$2.50

Morning Bakery Selection: V

Priced per dozen

Assorted Pastries	\$19.75
Assorted Petite Pastries	\$9.95
Muffin Assortment	\$18.65
Breakfast Cookies	\$14.25
Bagels	\$21.95
Doughnuts	\$16.45
Danish	\$18.65

Morning À la Carte Items: V GF

Individual Yogurt	\$1.35 ea.
Fruit & Yogurt Parfait	\$2.75 ea.
Whole Fruit V	\$0.85 ea.

Breakfast To-Go

Continental Breakfast: \$7.65 V

Cereal, fresh baked muffin, piece fruit, milk and orange juice.

Eagle Continental: \$8.75 V

Fresh baked muffin, fruit & yogurt parfait, milk, and orange juice.



Lunch Menu

Prices are per person. Menus pricing include ice water service and linens for your seating tables.

Deli Sandwich Platter: \$12.95

Minimum order of 12 guests

Traditional turkey, ham, roast beef, and vegetarian sandwiches built on fresh bread with cheese, lettuce and tomato. Served with chips, pickle spears, cookies, and choice of beverage.

The Eastern Wrap: \$12.95

Minimum order of 12 guests

Your choice of an assortment of wraps: Caesar, Chicken Caesar, BLT, Turkey Provolone or Vegetarian. Served with fresh fruit salad, pickle spears, cookies, and choice of beverage.

Deli Buffet: \$11.95

Minimum order of 12 guests

"Build Your Own Sandwich" on fresh bread, with choice of cold cuts, hummus, sliced cheeses, lettuce, tomato, cucumber. Served with chips, pickle spears, cookies, and choice of beverage.

Soup & Salad Bar Buffet: \$11.95

Minimum order of 25 guests

"Build Your Own Salad" - We bring the salad bar to you with fresh green salad, a variety of toppings and your choice of two dressings. Served with Soup D' Jour, rolls, cookies, and choice of beverage.

South of the Border Buffet: \$11.95

Minimum order of 25 guests

Classic "Build Your Own Taco Bar"
Seasoned ground beef
Refried or Ranch style beans
Spanish Rice
Flour and crunchy corn tortilla shells
Cheddar/Jack Cheese
Fresh tomatoes, lettuce, salsa and sour cream
Cookies and Choice of beverage

Tailgate Barbecue: \$11.95

Minimum order of 25 guests

German Sausages and Hamburgers
Twisted Caesar Salad
Baked beans
Brownies
Choice of beverage

 Veggie burgers available upon request

Lunch Upgrades: Enhance Any Menu Item

Prices are per person

Salad (Fresh Fruit, Potato, or Garden) 	\$2.49
Soup (A Cup of Soup D' Jour)	\$1.75
Fresh Veggies with Dip 	\$1.75

Lunch To-Go

Prices are per person

Eager Eagle Lunch: \$9.65

Turkey, roast beef, or ham with shredded lettuce on fresh thin white or wheat bread. Served with potato chips, piece of fruit, cookie, and bottled water.

Traditional Box Lunch: \$12.95

Traditional turkey, ham, roast beef, and vegetarian sandwiches built on fresh bread with cheese, lettuce, and tomato. Served with chips, piece of fruit, cookies, and bottled water.

The Eastern Wrap: \$12.95

Choice of Chicken Caesar or Turkey Provolone Wrap, served with potato chips, a piece of fruit, cookies, and bottled water.

Brickhouse Sub To-Go: \$12.95

Classic White Brick Sandwich featured at the Brickhouse Deli. Featuring roasted turkey breast with shredded lettuce, tomato, and mayo on house made French bread. Served with potato chips, a piece of fruit, cookies, and bottled water.

16" Pizza: \$17.75

(12 slices)

Choice of cheese, pepperoni, Hawaiian, or veggie



Dining & Catering Services
Eastern Washington University

Salad Selections

Each selection includes seating linens, water service, fresh bread, cookies and choice of beverage.

Salads may be served buffet-style at a price of \$16.45.

Minimum buffet order of 12 people.

Salads will otherwise be plated individually.

Chicken Caesar Salad: \$13.25

Romaine lettuce, marinated chicken, parmesan cheese, and croutons. Garnished with a lemon wedge and creamy Caesar dressing.

Salmon Caesar Salad: \$14.25

As featured in *The Roost*: blackened salmon, chopped romaine lettuce, croutons, parmesan cheese. Garnished with a lemon wedge and Caesar dressing.

Traditional Chef Salad: \$14.25 ^{GF}

Julienne ham, turkey, and cheddar cheese on a layer of salad greens. Garnished with a boiled egg and tomato wedges. Served with a choice of salad dressings.

Tri-Salad Combination: \$14.25 ^{GF}

Catering Classic: smoked turkey breast with grapes, fresh fruit, and crunchy pea salads served on a bed of leafy green and garnished with a tomato crown.

Cobb Salad: \$14.25 ^{GF}

Grilled chicken breast, bacon, avocado, gorgonzola cheese, hardboiled egg, tomato, and chives over chopped romaine lettuce and tossed in a "Brown Derby Vinaigrette".

Fiesta Chicken Salad: \$15.35

Chips and salsa appetizer complements the entrée of a crisp tortilla shell filled with shredded lettuce, char-grilled chicken, cheddar cheese, kidney beans, diced tomatoes, and olives, garnished with sour cream, guacamole and honey mustard dressing on the side.

Deluxe Salad Buffet: \$16.45

Tossed green salad with your choice of any three salad selections: Caesar, smoked turkey breast with grapes, Italian pasta, fresh fruit, chicken ramen, potato Cobb salad or chicken fiesta salad. Served with a variety of rolls, cookies, and choice of beverages.

Sandwich Selections

Served with your choice of potato salad, garden salad with house dressing, or potato chips, selection includes linens for your seating tables, water service, cookies and choice of beverage.

Please select at least 12 of one sandwich variety.

French Dip Sandwich: \$13.25

Minimum order of 12 guests

As featured in *Swoops*: tender slices of slow roasted beef on a fresh grilled French roll with hot au jus side.

Roost Burger: \$13.25

Minimum order of 12 guests

¼ beef patty with smoked cheddar cheese, peppered bacon, lettuce, tomato and *The Roost's* famous BBQ sauce, served on a corn Kaiser Bun.

^V ^{GF} Garden Burgers & Gluten-Free Bread available by request, please order in advance of your event date.

Teriyaki Chicken Sandwich: \$13.25

Minimum order of 12 guests

Teriyaki glazed chicken breast with Swiss cheese, lettuce, and grilled pineapple on ciabatta bread.

Chicken Pesto Sandwich: \$13.25

Minimum order of 12 guests

Seasoned and grilled chicken breast, parmesan cheese, spring mix lettuce, tomatoes, and pesto mayo, served with a balsamic vinegar reduction on a toasted focaccia bun.

Brickhouse Sub & Soup: \$13.25

Minimum order of 12 guests

½ White Brick Sandwich with turkey, shredded lettuce, tomato, and mayo on house made French bread. This will be offered with a cup of Soup D' Jour and a pickle spear.

Caprese Sandwich: \$13.25 ^V

Mozzarella, fresh sliced tomatoes, basil, and spring greens with a balsamic vinegar reduction on a focaccia bun.

Club Sandwich: \$13.25

Turkey, ham, bacon, cheddar, and Swiss cheese layered on a croissant and topped with lettuce, and tomatoes.



Hors d'Oeuvres

Ala Carte Pricing

Served Hot

Mushroom Caps: \$43.95 

(50 per order)

Gourmet cheese stuffed mushrooms

Party Meatballs: \$43.95

(160 per order)

Choice of barbecue, sweet & sour, or teriyaki sauces

Chicken Skewers: \$87.95

(50 per order)

Choice of teriyaki or Mediterranean

Veggie Spring Rolls: \$87.95 

(50 per order)

Sweet chili dipping sauces included

Roost Chicken Wings: \$54.95

(50 per order)

Lightly breaded wings served plain, BBQ, or Buffalo

Mini Quiche: \$87.95

(50 per order)

Choice of vegetable, Florentine, Monterey, and Quiche Lorraine

Artichoke & Spinach Dip: \$32.95 

(Serves approximately 12-15 people)

Creamy spinach, chopped artichokes and two different cheeses, served with sliced baguette

Served Cold

Antipasto Platter: \$43.95

(Serves approximately 12-15 people)

Italian cold cuts, gourmet cheese cubes, a variety of marinated vegetables. Served with crackers.

Char Siu (Chinese BBQ Pork): \$43.95

(Serves approximately 12-15 people)

Thin slices BBQ pork served with sesame seeds, hot mustard, and red sauce.

Deviled Eggs: \$21.95 

(2 dozen halves per order)

Slices of egg, filled with delicately spiced creamy goodness

Mini Sandwiches: \$36.25

One dozen reception buns with thinly sliced turkey and cranberry cream cheese spread OR sliced ham and pineapple cream cheese spread.

Blackened Salmon Pinwheels: \$32.95

(Serves approximately 12-15 people)

Blackened salmon featured at The Roost and gourmet toppings wrapped in spinach, sun-dried tomato, and flour tortillas.

Turkey OR Ham Pinwheels: \$32.95

(Serves approximately 12-15 people)

Choice of turkey with cranberry cream cheese spread OR ham with pineapple cream cheese spread and gourmet toppings wrapped in spinach, sun-dried tomato, and flour tortillas.

Crostini Tapenade: \$32.95 

Toasted crostini topped with cream cheese and a rich olive spread.

Seven Layer Dip: \$43.95 

Refried beans are layered with guacamole, a seasoned sour cream mixture, cheese and vegetables. Served with fresh fried tortilla chips.

Hummus & Pita: \$43.95 

Mashed chickpeas, blended with tahini, olive oil, lemon juice, garlic, and spices, served with pita chips.



Dining & Catering Services
Eastern Washington University

Reception Trays

Small serves 12; Medium serves 24;

Large serves 36

Vegetables & Dip V

Seasonal fresh vegetables with Ranch

Small	\$27.45
Medium	\$38.45
Large	\$54.95

Sliced Meat

Turkey breast, ham, and roast beef served with crackers.

Small	\$54.95
Medium	\$95.65
Large	\$137.45

Meat & Cheese Combination

Sliced turkey, ham, roast beef, Provolone, Cheddar, and Swiss cheese. Served with crackers.

Small	\$43.95
Medium	\$98.95
Large	\$142.95

Deli Platter: \$65.95

(Serves approximately 24 people)

A combination of sliced turkey, ham, roast beef, Provolone, Cheddar, Swiss cheese, seasonal vegetables, and Ranch. Served with crackers.

Fresh Fruit Platter V

Bite sized seasonal fruit

Small	\$32.95
Medium	\$49.45
Large	\$61.95

Fresh Fruit & Cheese Cubes V GF

Bite-sized seasonal fruit with Cheddar, Swiss, and Pepper-Jack cheeses.

Small	\$38.45
Medium	\$71.45
Large	\$104.45

Gourmet Cheese Platter V

(Serves approximately 24 people)

A wheel of Brie, wedges of baby Gouda, and sliced seasonal fruit, served with gourmet crackers. \$50.55

Cheese Cubes & Crackers V

Cheddar, Swiss, and Pepper Jack cheeses

Small	\$50.55
Medium	\$77.55

Shrimp Tray

Ready to eat 31-40 ct shrimp arranged decoratively on a tray with lemon slices and cocktail sauce.

Small -2.5#	\$50.54
Large -5#	\$94.55

Sushi Trays

All Sushi Platters include: Wasabi, Pickled Ginger, Soy Sauce and Disposable Chopsticks

Standard – \$55

56 piece assortment to include:

California Roll, Spicy Tuna Roll, Vegan Roll, Ahi Tuna Maki, Cucumber Maki, Unagi Nigiri, and Salmon Nigiri

Deluxe – \$95

90 piece assortment to include:

California Roll, Spicy Tuna Roll, Vegan Roll, Spider Roll, Salmon Roll, Unagi Roll, Daikon Maki, Cucumber Maki, Ahi Tuna Nigiri

Supreme – \$185

144 piece assortment to include

California Roll, Spicy Tuna Roll, Vegan Roll, Salmon Roll, Spider Roll, Daikon Maki, Cucumber Maki, Unagi Nigiri, Ahi Tuna Nigiri and 6 Handrolls (2 ea) – Cali, Spicy Tuna, Unagi



Snacks and Light Bites

Priced per pound

Snack Mix: V	\$11.95
Tortilla Chips & Salsa: GF V	\$14.25
Pretzels: V	\$8.75
Potato Chips & Ranch Dip:	\$14.25

À la Carte Items

Individual Yogurt: **V GF** \$1.35

Piece Fruit: **GF V** \$.85

Individual Bag Chips: **V** \$1.05

Chocolate Dipped Strawberries **GF V**

Twelve double dipped in dark chocolate and drizzled with white chocolate: \$18.65

Twelve with tuxedo design, white and dark chocolate: \$24.15

Apples & Caramel Dip: **V GF** \$38.45

(Serves 12-15 people)

Assorted Granola Bars \$1.99

Choice of *Luna Bars* (Blueberry Bliss, Caramel Nut Brownie **GF**, or Nutz over Chocolate) or *Clif Bars* (Oatmeal Raisin Walnut, Chocolate Brownie, Crunchy Peanut Butter, Chocolate Almond Fudge, Black Cherry Almond, Chocolate Chip, Peanut Toffee Buzz)



Entrees

(Minimum order of 25 people)

Prices are per person. Meal includes china service, linens for your seating tables, tossed green salad, fresh bread, standard dessert, coffee and water.

Beef

Roasted Short Ribs: \$32.95

Slow cooked short ribs with sun dried tomato gravy. Served with garlic whipped potatoes and seasonal vegetable.

Roasted Prime Rib: \$27.45

8 oz. cut, seared and slow roasted to medium. Served with roasted red potatoes and seasonal vegetable.

Flat Iron Steak: \$26.35

Char grilled, thin sliced and topped with compound butter, served with rice pilaf and seasoned vegetables.

Chicken

Orange Chicken: \$15.95

Soy ginger breaded chicken tossed with tangy orange sauce served over a bed of white rice.

Chicken Pot Pie: \$15.95

Home-style chicken pot pie with a puff pastry cap.

Seared Airline Chicken Breast: \$19.75

Classically prepared, served with au gratin potatoes and roasted vegetable medley.

Chicken Dijon: \$19.75

Panko crusted chicken breast laced with a creamy Dijon wine sauce. Served with rice pilaf and seasonal vegetables.

Chicken Parmigiana: \$17.55

Mozzarella and Parmesan cheese melt over a breaded chicken breast and marinara sauce served on a bed of spaghetti.

Chicken Kiev: \$19.75

Chicken stuffed with herb butter nestled on a bed of sautéed fresh spinach, and finished with a light wine reduction. Served with roasted red potatoes and seasonal vegetables.

Pork

Roasted Tenderloin Medallions: \$17.55

Slow roasted, sliced into medallions with honey mustard sauce on the side. Served with wild rice and seasonal vegetables.

Grilled Ribs: \$27.45

¾ lbs. of pork ribs smoked to perfection. Served with oven roasted red potatoes, fire roasted corn and jalapeno corn bread muffins.

Seafood

Northwest Salmon: \$31.85

7-8 oz. filet baked and finished with choice of one of the following sauces; maple glaze, lemon pepper, or mornaise. Served with wild rice and seasonal vegetables.

Caribbean Halibut: \$32.95

Oven seared filet topped with a mango salsa. Served with mashed sweet potatoes and seasonal vegetables.

Garlic Basil Shrimp: \$20.85

Shrimp simmered in a garlic and basil wine sauce served over penne pasta.

Dessert Upgrade

The following items are available to enhance your entrée or buffet service.

Prices are per person

Chocolate Mousse	\$1.95
The Roost's Specialty Sorbet	\$2.25
Deep Dish Apple or Cherry Pie	\$2.95
Chocolate Raspberry Torte	\$3.25
Strawberry Shortcake	\$3.25
Lemon Bundt Cake	\$3.50
Chocolate Bundt Cake	\$3.50
Fresh Berry Tart	\$3.50
Iced Carrot Cake	\$2.95
Gourmet Cheesecake	\$3.95



... Entrees continued

Prices are per person. Meal includes china service, linens for your seating tables, tossed green salad, fresh bread, standard dessert, coffee and water.

Vegetarian

(Minimum order of 25 people)

Tofu Stir Fry: \$17.55 v

Marinated tofu sautéed with fresh vegetable medley and tossed with a sweet and savory sauce, served on a bed of white rice or soba noodles.

Tuscan Ragu: \$17.55 v

A grilled polenta cake topped with cannellini beans, sautéed garden vegetables, and a rustic classic tomato ragu.

Garlic Basil Vegetables: \$15.95 v

Fresh vegetables sautéed in a garlic and basil wine sauce served over penne pasta.

Eggplant Parmigiana: \$18.65 v

Mozzarella and Parmesan cheese melt over layers of breaded eggplant and marinara sauce, served on a bed of spaghetti.

Pasta

(Minimum order of 25 people)

Penne Pasta Plate: \$14.25

Penne pasta with your choice of Italian meat sauce, classic Alfredo or marinara.

*For an additional \$2 per person, choose chicken Alfredo or seafood Alfredo.

Hearty Meat Lasagna: \$16.45

Layers of delicious pasta with a homemade meat sauce and a fresh assortment of gourmet cheeses.

Vegetarian Lasagna: \$15.95 v

Layers of delicious pasta with a portabella white wine sauce and a fresh assortment of gourmet cheeses.

Vegetarian Pesto Pasta: \$14.95 v

Penne pasta tossed with roasted yellow squash, zucchini, and mushrooms in a light pesto cream sauce.

Add Chicken Breast \$2.00

Dessert Upgrade:

The following items are available to enhance your entrée or buffet service

Prices are per person

Chocolate Mousse	\$1.95
The Roost's Specialty Sorbet	\$2.25
Deep Dish Apple or Cherry Pie	\$2.95
Chocolate Raspberry Torte	\$3.25
Strawberry Shortcake	\$3.25
Lemon Bundt Cake	\$3.50
Chocolate Bundt Cake	\$3.50
Fresh Berry Tart	\$3.50
Iced Carrot Cake	\$2.95
Gourmet Cheesecake	\$3.95



Dining & Catering Services
Eastern Washington University

Theme Buffets

Prices are per person. Buffet includes china service, linens for your seating tables, coffee and water service.

Minimum order of 25 on all theme buffets.

Southwestern Fajita Buffet: \$17.95

*Marinated chicken with bell peppers and onions
Flour tortillas
Monterey jack and Cheddar cheese
Fresh tomatoes, lettuce, sour cream, and guacamole
Tortilla chips and salsa
Refried beans
Spanish rice*

Little Italy Buffet: \$17.95

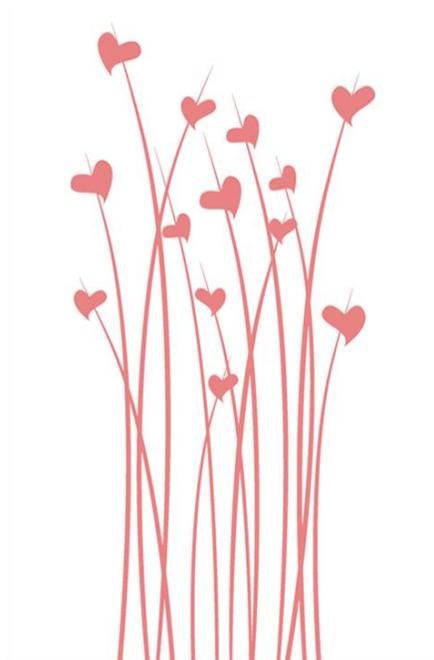
*Antipasto platter
Italian tossed salad
Savory grilled chicken breast
Penne pasta tossed with roasted yellow squash, zucchini, and mushrooms in a light pesto cream sauce
Fresh garlic bread*

Homestyle Buffet: \$17.95

*Fresh green salad with ranch dressing
Sliced roast turkey breast
Traditional stuffing and cranberry sauce
Mashed potatoes and gravy
Crisp seasonal vegetables
Warm butter flake rolls and butter*

Luau: \$18.95

*Kahlua pork
Shoyu chicken
White rice
Potato macaroni salad
Fresh cut pineapple
Upside down cake*



Bakery Sweets

Bakery selections produced daily from our on campus, in house bakery. V

Prices by the dozen.

Scones: \$21.95

Assortment includes: cranberry, lemon, and blueberry.

Petite Pastry Assortment: \$9.95

A variety of bite-sized pastries like grandma used to make.

Sliced Fruit Bread: \$18.65

A variety of three flavors that grandma used to make.

Assorted Muffins: \$18.65

Assortment includes: blueberry, almond poppy, and chocolate.

Coffee Cake Wedges: \$18.65

Fresh baked crumb cake.

Assorted Raised Donuts: \$16.45

Basic Brownies: \$13.25

Iced Brownies: \$14.25

Gourmet Brownies: \$17.55

Mint and Chocolate fudge

Bar Cookies: \$14.25

Lemon bars or chocolate chip

Cookies: \$10.95

Gourmet assortment or coconut macaroons

Petit Fours Assortment: \$18.65

Cream Puffs: \$14.25

Seasonal Small Cut-Out Cookies: \$16.95

Seasonal Large Cut-Out Cookies: \$18.65

Rice Krispy Squares: \$18.65 GF

Macaroon Assortment: \$14.25

Celebration Cupcakes: \$16.45

Mini Cupcakes: \$9.95

Cakes

Professional and creative bakery staff decorate and design each cake with care. V

Decorated Sheet Cakes:

Chocolate, White, or Carrot Cake

8 inch round (serves 8-10 guests): \$16.45

¼ sheet cake: \$21.95

½ sheet cake: \$38.45

Full sheet cake: \$54.95

Filling Flavors:

Bavarian Cream

Raspberry

Lemon

White Buttercream

Icing Choices:

Cream Cheese

Chocolate

White Buttercream

- *Decorative design and inscription is included in the sale price*
- *Approved custom designs at an additional charge*

Reception Package

Our reception package for 40 people comes with the following: V

½ sheet cake of your choice with inscription

1 ½ gallons of Starbucks coffee

1 ½ gallons of Eagle punch

\$79.95 package includes:

Paper products and delivery fee



Dining & Catering Services
Eastern Washington University

Beverages

Chilled Beverages

Priced per gallon (approx. 20 six ounce portions)

Ice Water \$8.00

Ice Water Station \$25.00

Serves approx. 75 six ounce portions.

Iced Tea \$16.50

Served with lemon wedges.

Fruit Punch \$10.00

Lemonade \$10.00

Eagle Punch \$13.25

Tropical fruit punch, lemonade, and sparkling soda

Citrus Punch \$12.00

Combination of lemonade with sparkling soda

Individual Beverages

Canned Soda \$1.65

12 oz. Pepsi, Diet Pepsi, Sierra Mist, and Mountain Dew

Lipton Pure Leaf Tea Bottles \$2.45

16 oz. Raspberry, Peach, Honey Green Tea, Sweet Tea, or Original (unsweetened)

Individual Juice Bottles \$2.45

10 oz. Apple, Orange, or Cranberry Juice cocktail

Bottled Water \$1.25

16.9 oz. bottle with logo label

Bottled Water Case Purchase \$15.00

Cash and carry 24, 16.9 oz. bottles with logo labels

Cubed Ice \$5.00

Sold by the 4 gallon bucket

Hot Beverages

Price per unit (serves 15 six ounce portions)

	¾ Gal.	1 ½ Gal.
Gourmet Coffee	\$16.50	\$33.00

Regular or Decaf Starbucks coffee

	¾ Gal.	1 ½ Gal.
Hot Water	\$16.50	\$27.50

Includes tea supplies

	¾ Gal.	1 ½ Gal.
Hot Chocolate	\$16.50	\$33.00

	¾ Gal.	1 ½ Gal.
Hot Spiced Cider	\$13.25	\$26.00

Full harvest spice flavor

Bar Service Fees

- Complete bar service is available for \$3 per person. Service includes appropriate drink mixers, bar fruits and garnishes, disposable ware, condiments, and cocktail napkins.
- Wine and/or beer service is available for \$1.50 per person. Service includes corkage fee, disposable ware and cocktail napkins.
- Bar glassware can be rented for \$1.50 per person.
- Table wine service is \$1.50 per person and includes glassware.
- Bartender fee is \$100; this includes 3 hours of service and 1 hour of setup/breakdown time. If the event time is longer than 3 hours, the additional labor charge is \$25 per bartender per hour.
- Alcoholic beverages and soft drinks are an additional charge.
- Storage and transport of self-provided items are subject to \$25.00 handling fee.



Rental Equipment List

Table Linens

54" x 114"	\$8.00
54" x 54"	\$8.00
85" x 85"	\$8.00
Skirting (13' long linen)	\$17.50
Napkins	\$0.60

Linen Colors:

Punch Bowls

Crystal 10 qt. with ladle	\$12.00
Plastic 10 qt. with ladle	\$8.00
Punch cups	\$0.40
Ladles- Silver stainless	\$2.00

Chafers

Stainless (10" X 12") with Sterno and full pan liner:	\$17.50
Deluxe Sterno and full pan liner:	\$25.00

Stemware

Champagne (4.5 oz)	\$0.40
Wine (6 oz)	\$0.40
Sherbet Glasses	\$0.40

China

Dinner Plate 10"	\$1.25
Snack Plate	\$0.40
7" or 8" Clear	\$0.40
Saucer	\$0.40
Coffee Cup	\$0.40
Soup Bowl or Cup	\$0.40
Salad Bowl	\$0.40
Salt & Pepper Shakers	\$0.40
Sugar & Creamer	\$0.40

Beverage Servers

Water bouncer	\$1.00
Insulated Server, 40 oz	\$1.00
Insulated Server, 2.5 gal.	\$9.00
Insulated Server, 5 gal.	\$11.00

Flatware

Table Knife, Serrated:	\$0.30
Fork- Dinner, Salad, Dessert:	\$0.30
Spoon- Teaspoon, Soup spoon:	\$0.30
Serving Spoons, Tongs:	\$0.50
Cake knife & Server:	\$5.00

Centerpiece Containers

Acrylic Bud Vase:	\$2.00
Glass Globe:	\$2.00

Large Portable Equipment

BBQ on wheels with propane hood:	\$80.00
BBQ Grille, Homestyle:	\$40.00
Three well steam unit with lids:	\$60.00
Hot holding unit:	\$25.00
Hand wash station:	\$25.00
Sneeze guard with salad bar:	\$40.00
Ice chest with coolers: (48 qt. or 86 qt.)	\$20.00

Freestanding Tents

10'X10' Blue or White:	\$25.00
20'X30' Red & White:	\$300.00*
Add 3 walls:	\$100.00*

** Price includes set up and take down.*

All Rental Prices are based on "per day rental".

All rental equipment is subject to availability. All equipment should be rinsed and food free and repacked in the same containers.

Contracting client is responsible for covering any loss, and/or damage to the rental equipment.

