

Anderson

Dining

Services

University Catering

Guidelines & Details

Anderson Dining Services extends to you a most cordial welcome. The dining services management and staff are eager to assist you in making your event a special occasion.

The key to a successful event is good planning, and we are here to help. Follow the steps below and we will work together to make sure all of the details are handled.

Call us

The Catering Office is available Monday through Friday, 8:00 a.m. to 4:00 p.m. We are closed on selected university holidays. The minimum notice for a catered event is five business days, but we recommend that you reserve your event as soon as possible to guarantee the menu and service you want. Call us at (765) 641-4261. A \$25.00 administrative fee applies to orders placed fewer than three business days before an event.

Choose your location

Anderson University has a perfect location for almost any kind of event. The first step in planning your event is to select and reserve space. Reardon Auditorium (765) 641-4144 and the Olt Student Center (765-641-4261) offer facilities and services on a space-available basis. Additional locations include lawn areas, athletic fields, classrooms, conference and meeting rooms, patios, foyers, and offices. Reservations for these areas may be made by contacting Reardon Auditorium directly. off campus catering is also available.

Plan your menu

The menus on the following pages feature some of our most popular items, but we can arrange menus to suit your needs, themes, budgets, and other requirements.

Guarantee and Cancellations

Shortly after you place your order, we will send you a copy of your event contract for review, changes and signature. We must receive your signed contract at least Five business days prior to the event and budget number for all in house catering.

To assure adequate food and staff, a minimum guarantee of attendance must be received by 9:00 a.m. Four business days before your event. This is the minimum number of guests for which you will be charged. Once guaranteed, the attendance cannot be reduced. If you do not provide a guaranteed attendance, you will be charged for the attendance estimated in your contract. If your number exceeds the original number guaranteed, you will be billed for the total number served. For children age three and under, there is no charge. Children ages four thru twelve will be charged at one-half the cost of the meal.

Sales Tax

Due to changes State Tax Bulletin #10, <http://www.in.gov/dor/reference/files/sib10.pdf>, sales tax will be charged on all events, even organizations with an Indiana sales tax exemption. Meals served to non-profit orgs will be charged sales tax of 7% plus food and beverage tax of 1%.

The exceptions are:

- For student/campus groups, using their budget number.
- Students using their meals for an event.

Payment Methods

A deposit with your signed contract is necessary to confirm your event. We accept cash and checks only. Campus entities and organizations should supply a budget number for confirmation at booking.

Alcohol Policy

Alcoholic beverages and smoking are prohibited on Anderson University's campus.

Unused Food

All unused food remains the property of Anderson Dining Services and cannot be given to your guests at the end of your event. We are unable to provide a credit for uneaten food.

Missing Equipment

You are responsible for the safekeeping of all catering equipment dropped off at your event. Any lost or damaged equipment will result in additional charges. Additional charges may also result if equipment is not available at the designated pick-up time.

Tables and Chairs

Anderson Dining Services does not supply tables and chairs for events outside of the Olt Student Center. You may make arrangements for this service with Reardon Auditorium (765-641-4142). Anderson Dining Services can make suggestions for the rental of sound equipment, tents, staging, and lighting however, we **do not** make arrangements for such equipment.

Linens and Tableware

Anderson Dining Services includes linen for all food and beverage buffets. Pricing on events in Olt Student Center will include service on china unless otherwise noted. Quality "Green" disposable wear will be used for events outside Olt Student Center. Linens, napkins, skirting, china, glassware, and flatware are available for an additional charge. We can provide buffet floral arrangements, table centerpieces, and theme party decorations for an additional charge.

Off-Campus Groups

A 50% deposit must accompany your signed contract. Full payment is expected the day before your event.

Pricing and Availability

Pricing is based on groups of 50 or more and for events occurring during normal business hours. Additional charges may be applied for smaller groups, events outside of normal hours or events lasting more than two hours.

All prices are subject to change. Due to seasonality, certain items may not be available. Departments of Anderson University, registered student organizations, and all other student related events will receive a 10% discount for any events held in the Olt Student Center.

Discounts are not available for events held outside of the Olt Student Center.

Room Rental

Room rental fees are charged for room use, set-up, tear down, clean up and table linen use for all internal and external groups.

Events and meetings held in these rooms that **DO NOT** require Anderson Dining Services' food and beverage service will incur the following charges:

Kane Dining Room	\$100.00	90 maximum seating banquet style
Edwards Dining Room	\$ 75.00	60 maximum seating banquet style
Heritage Board Room	\$ 30.00	18 maximum seating banquet style
Marketplace Dining Room	\$300.00**	350 maximum seating banquet style

Events and meetings held in these rooms that utilize Anderson Dining Services' food and beverage services will incur the following charges:

Kane Dining Room	\$ 75.00	90 maximum seating banquet style
Edwards Dining Room	\$ 50.00	60 maximum seating banquet style
Heritage Board Room	\$ 20.00	18 maximum seating banquet style
Marketplace Dining Room	\$200.00**	350 maximum seating banquet style

**Linen not included in the room use fee for the Marketplace Dining Room. Our main student dining room may be available for events when not in use for student dining services.

Exceptions are made for student and campus groups using these rooms for club meetings and activities. These groups are responsible for setting the room up to meet their needs and returning the room to the original condition. Any room that is not returned to the original condition will be charged the rental rate given, and future use may be denied. Table linens will be available at the rates given in the brochure.

Payment is due at the time of pick-up. Arrangements for rental must be made a minimum of one week in advance of desired pick-up day.

White or Black Table Skirt	\$ 15.00
White or Ivory Cloth—120" X 54" For 6' or 8' standard table	\$ 5.50
White or Ivory Cloth—85" X 85" For up to 6' round table	\$ 5.50
White or Ivory Cloth—71" X 71" For 4' round table	\$ 5.50
Cloth Napkins	\$.80
White and 23 colors available	

Linen that is not returned or is damaged will incur full replacement charges as directed by our supplier. All linen must be inspected upon pick-up. No credit will be given for unused linen.

Breakfast

All breakfast packages come with Fresh brewed Rainforest Alliance Certified Decaffeinated Organic Coffee, and assorted Teas. Each breakfast menu may be tailored to your individual taste and enhanced by any number of supplemental courses, dishes, chef-attended stations, or beverages.

Morning Delight

Assorted Individual Chilled Juices
Assorted Breakfast Pastries, Muffins and Sticky Pecan Rolls
Fresh Seasonal Fruit
\$5.49

Smart Start

Assorted Individual Chilled Juices
Granola and Yogurt Parfaits
Whole Fresh Fruit
Whole Grain Bran Muffins
\$5.97

Hoosier Morning Buffet

Fresh Seasonal Fruit
Biscuits with Apple Butter
Scrambled Eggs & Cheese
Sausage Links or Smoked Bacon
Breakfast Potatoes with Sautéed Onion & Peppers
French Toast with Berry Infused Maple Syrup
\$7.97

“Southern” Way Buffet

Fresh Seasonal Fruit
Assorted Breakfast Pastries, Muffins and Pecan Rolls
Scrambled Eggs & Cheese
Home Fried Potatoes
Smoked Honey Glazed Ham
Biscuits & Gravy
\$8.25

Plated Breakfasts

Fresh Baked Quiche

Choose from a wedge of Quiche Lorraine or Bacon & Cheddar Quiche
Served with Breakfast Potatoes and a seasonal Fresh Fruit cup

\$6.76

Fresh Croissant Sandwich

Choice of Bacon, Sausage, or Ham with Scrambled Egg and Cheese on a Fresh Baked Croissant
Served with Breakfast Potatoes and a Fresh Fruit cup

\$6.49

Breakfast Quesadilla

Choice of Smoked Bacon, Ham, or Sausage with Scrambled Egg, Home Fry Potatoes, Monterey
Cheese, Pico de Gallo and a Fresh Fruit cup

\$6.35

Stuffed French Toast

Filled with Sweet Cinnamon & Vanilla Cream Cheese
Accompanied by Berry infused Maple Syrup and Whipped Cream with a Fresh Fruit cup

\$5.75

Healthy Start

Sliced Fresh Seasonal Fruit, Scrambled Egg Beaters, Breakfast Potatoes, Turkey Sausage, and
Bran Muffin

\$6.25

Breakfast Enhancements

Individual Cereals or Yogurts

\$1.10 each

Yogurt and Granola Buffet

With Fresh and Dried Fruit and Nuts

\$3.50

Oatmeal Buffet

With Butter, Brown Sugar, Milk, Dried Fruit and Nuts

\$3.50

Gourmet Muffins / Doughnuts / Cinnamon Rolls

\$8.75 per dozen

Breakfast Stations

Made to Order Omelet Bar

Includes Ham, Onions, Peppers, Mushrooms, and Shredded cheddar

\$ 4.25*

*price does not include attendant

Waffle Station

Strawberry Topping, Whipped Cream, Chopped Nuts, Butter, and Maple Syrup

\$4.25*

*price does not include attendant

Beverages

Hot—

Served by the Gallon

Fresh brewed Rainforest Alliance Certified Decaffeinated Organic Coffee

Hot Tea service with regular and Herbal Teas

\$9.50 per gallon

Cold—

Served by the Gallon

Lemonade

Fresh Brewed Iced Tea with Sliced Lemon

Orange Marmalade Punch

Sparkling White Punch with Fresh Strawberry Confetti

Raspberry Ice Punch

Orange Juice

\$9.50 per gallon

Served by Individual Portions

Canned Pepsi Products (12 oz)

(Pepsi, Diet Pepsi, Sierra Mist, Diet Sierra Mist, Dr. Pepper, Diet Dr. Pepper, Mt. Dew, Mug Root Beer, Lipton Brisk Sweetened with Lemon, Tropicana Lemonade)

\$1.25 each

Aquafina Bottled Water (20 fl. oz.)

\$1.25 each

Veryfine Fruit Juices (10 fl. oz.)

(Apple, Orange, Cranberry)

\$1.55 each

Gatorade (20 fl. oz.)

(Orange, Grape, Lemon-Lime, Fruit Punch)

\$1.75 each

Individual Chilled Juices/ Milk/Soy Milk

\$1.55 each

**beverages are available for pickup with discount pricing*

Lunch

All lunch menus may be tailored to your individual taste and enhanced by any number of supplemental courses, dishes, chef attended stations or beverages. Lunches include water and Tea or Lemonade.

Soups, Chowders & Chili

White Chicken Chili

Roasted Tomato Basil

Cream of Mushroom

Corn Chowder

Vegetarian Vegetable Soup

Chicken Tortilla

\$3.50

Salads

Classic Garden Salad

Chopped Iceberg with Carrots, Tomato Wedges, Cucumber slices and Peas
\$3.50

Organic Mixed Greens

Strawberries, Toasted Almonds, Cucumbers, Shredded Carrot and Raspberry Vinaigrette
\$4.50

Baby Spinach

Crispy Smoked Bacon, Hardboiled Egg, Candied Spiced Walnuts and Warm Bacon Vinaigrette
\$4.25

Crisp Iceberg Wedge Salad

Fresh Iceberg Lettuce Wedge topped with, Crispy Bacon, Shaved Red Onion, Bleu Cheese Dressing & Crumbles, with Tomato and Cucumber garnish
\$4.50

Classic Caesar served in a Parmesan Bread Bowl

Hearts of Romaine tossed in Caesar dressing with Artichokes, Capers, Parmesan Cheese, topped with Croutons and Grape Tomato
\$6.75

Chimichurri Marinated Steak Salad

Garlic Herb Marinated Beef, Roasted Corn, Black Beans, Tomato, Mango & Cilantro-Lime Vinaigrette with Crispy Seasoned Tortilla Strips atop of Mixed Greens
\$8.25

Nicoise Salad

Hearts of Romaine, Tuna or Chicken, Sliced Hard Boiled Egg, French Green Beans, Olives, Tomato, and Basil Balsamic Vinaigrette
\$8.55

Fiesta Chicken or Beef Tortilla Bowl

Fresh fried Tortilla bowl filled with Fiesta Chicken or Beef, shredded Cheddar, Spanish Rice, Refried Beans, shredded Lettuce, diced Tomato, topped with Tortilla Chips accompanied by Salsa, Sour Cream and Guacamole
\$8.50

Salad Enhancements

Grilled Boneless Skinless Chicken Breast
\$2.25

Roasted Salmon Filet
\$2.30

Blackened Shrimp
\$4.50

Sautéed Beef Tips
\$3.00

Sandwiches

All Sandwiches come with Chips or Pretzels and a Pickle Spear

Cordon Bleu

Roast Turkey, Ham, Swiss, Dijon Mayo, on Ciabatta
\$5.50

Beef Eater

Roast Beef, Cheddar Cheese, with Horseradish Mayo on Whole Wheat
\$6.50

Vegwich

Balsamic roasted Portobello Mushroom Cap, Provolone Cheese, shaved Red Onion roasted &
Red Pepper Mayo on Focaccia
\$6.00

The Club

Turkey, Ham, Bacon, Lettuce, Tomato, Swiss Cheese, and Mayonnaise on toasted Whole
Wheat
\$6.00

Smoked Chicken Salad Croissant

Cashews, Sun-dried Cranberries, and creamy Basil Dressing
\$6.50

Make Any Sandwich a Wrap

Made with Whole Grain Wraps at no extra charge

Classic Boxed Lunch

Choice of Ham & Swiss, Turkey & Provolone, or Roast Beef & Cheddar on Whole Wheat
served with Chips, an Apple, Cookie, and bottle Water
\$6.75

All box lunches come in "Green" boxes with Green-Ware utensils

Add \$2.00 to make any sandwich a boxed lunch

Soup, Salad, ½ Sandwich Combo

Choose one in each category

White Chicken Chili, Roasted Tomato Basil, Cream of Mushroom, Corn Chowder,
Vegetarian Vegetable Soup, Chicken Tortilla

Classic Garden Salad, Organic Mixed Greens, Baby Spinach,
Crisp Iceberg Wedge Salad

Cordon Bleu, The Club, Beef Eater, Vegwich, Smoked Chicken Salad Croissant
\$8.75

Traditional Deli Tray

The deli menu may be tailored to your individual taste and enhanced by any number of supplemental courses, dishes, chef attended stations or beverages. Deli includes water and tea or lemonade.

Assorted Sliced Deli Meats to Include:

Roasted Turkey Breast, Smoked Ham, Roast Beef, and Salami

Sliced Cheeses

American, Swiss, Colby Jack

Assorted Condiments

Lettuce, sliced Tomatoes and Onions

Pickle Spears

Mayonnaise, Ketchup, Mustard

Chips

Vegetable Crudités with Ranch Dip

Assorted Fresh Baked Cookies and Bars

\$8.75

BBQ

All BBQ menus may be tailored to your individual taste and enhanced by any number of supplemental courses, dishes, chef attended stations or beverages.

BBQ events cooked on site have a \$25.00 per hour grill staff attendance fee.

All American Grill

Grilled Hot Dogs and Burgers

Lettuce, Tomato, Onion, Pickle Chips, Ketchup, Mustard, Mayo

Potato Chips Baked Beans

Corn on the Cob Cole Slaw

Cornbread Watermelon

Choice of Cookies or Brownies

\$10.50 per person

BBQ Enhancements

Flank steak

Marinated Chicken Breast

Portobello Mushroom Caps

Veggie Burgers

Mid-West Potato Salad

Pasta Salad

Tossed Salad

Buffets

All buffets may be tailored to your tastes, needs and budget on request. Many of our Entrees may also be presented in a buffet style of service.

Italian Feast

Choice of two Pastas (Spaghetti, Fettuccini, Penne, Bowtie)

Choice of two Sauces (Marinara, Meat, Alfredo or Pesto)

Tuscan Salad

Italian style Green Beans

Garlic Breadsticks

Tiramisu

\$13.75

Far East Feast

Chicken or Beef Stir-Fry

Sweet & Sour Pork with Peppers

Fried Rice

Steamed Vegetables

Vegetarian Spring Rolls with Dipping sauce

Fresh Fruit salad

\$13.75

Mexican Fiesta

Fiesta Chicken and Beef

Soft Taco Shells

Fire roasted Pepper and Onions

Fiesta Rice

Corn

Refried Beans

Shredded Queso

Diced Tomatoes and shredded Lettuce

Salsa, Sour Cream, and Guacamole

Fried Cinnamon Sugar Sopaillas

\$12.95

Entrees

All menus may be tailored to your individual taste and enhanced by any number of supplemental courses, dishes, chef attended stations or beverages.

All lunch entrees come with Classic Garden Salad and you choice of dessert (Brownies, Cookies, or Biscotti)

Dinner entrees come with Garden, Spinach, or Caesar Salad, dessert and fresh baked Rolls. Choose from Apple Crisp, Black Forest Chocolate Cake, Carrot Cake, Cheesecake, or Chef's Trifle made with seasonal ingredients.
(\$Lunch / \$Dinner)

Thai Stir Fry

Chicken or Pork stir fried with Seasonal Vegetables, Red Curry Coconut sauce; served with Bamboo Rice, Spring Roll and Thai dipping sauce
\$11.75 / \$14.25

Mediterranean Chicken

Boneless skinless Chicken breast braised in Olive Oil, dried Apricots, Capers, Kalamata Olives, fresh herbs, and spices; served with Raisin studded Cous Cous and seasonal Vegetables
\$11.75 / \$14.55

Five Spice & Pecan Crusted Chicken Breast

Roasted boneless skinless Chicken Breast with Cilantro Lime Rice, Asian Vegetables, and Teriyaki Ginger sauce
\$11.25 / \$13.75

Chicken Parmesan

Baked breaded Chicken Breast, Penne Pasta, topped with Marinara Sauce and Provolone Mozzarella Cheese Blend; served with Italian style Green Beans
\$11.35 / \$13.85

Boursin Chicken

Garlic Herb Cheese filled Chicken Breast served with Seasonal Vegetables and roasted Redskin Potatoes finished with a Mornay sauce
\$13.25 / \$15.00

Cajun Chicken Pasta

Sautéed with Garlic, Sun-dried Tomatoes, and Mushrooms in a Cajun Cream sauce
\$13.25 / \$14.00

Pasta Primavera

Sautéed Seasonal Vegetables are tossed with Penne Pasta and Basil Marina or Pesto sauce then sprinkled with Parmesan Cheese served with Garlic Bread Sticks
\$10.50 / \$12.25

Roasted Stuffed Pork Loin

Filled with Apricots, Celery, Carrot, Onion, and Herbed Bread Crumbs with a Mushroom Demi-glacé. Almond & dried Cranberry Rice with Indiana style Green Beans
\$13.00 / \$14.70

Blackened Catfish & Fragrant Sun-dried Tomato Basil Butter

White and Wild rice, sautéed Seasonal Vegetables

\$13.25 / \$14.25

Poached Salmon Filet

Cilantro Lime Rice, Asian Vegetables and Sweet Chili sauce

Or

Accompanied by Wild Rice, seasonal Vegetables, and a Lemon Caper Dill sauce

\$13.25 / \$14.75

Beef Pot Roast

With Peas, Carrots, Celery and Onions all slow cooked until tender then served with Mashed Potatoes and Brown Gravy

\$11.35 / \$12.75

Home-Made Meatloaf

Moist and flavorful; served with Mashed Potatoes, Indiana Green Beans, and Brown Gravy

\$10.75 / \$11.95

Slow Roasted Prime Rib

Rubbed with a savory Herb and Salt crust served with roasted Redskin Potatoes, Seasonal Vegetables, au jus and creamy Horseradish sauce

Market \$

Seared Beef Tenderloin

Cooked to your specifications and accompanied by Garlic Mashed Potatoes, roasted Seasonal Vegetables, and Romesco sauce

Market \$

Hors d'oeuvres & Snacks

The hors d'oeuvres menu may be tailored to your taste and enhanced by any number of items or chef attended stations or hand passed for an additional fee.

Hot Hors d'oeuvres

Swedish Style or Grape-BBQ Meat Balls

\$1.75 per person

Spinach and Artichoke Dip with Toasted Baguettes

\$2.60 per person

Warm Tomato & Basil Jam Bruschetta

\$1.50 per person

Chicken Strips with BBQ, Ranch, or Honey Mustard Sauces

\$4.25 per person

Parmesan Cheese Straws
\$1.25 per person

Vegetarian Shitake Spring Rolls with Dipping Sauces
\$2.25 per person

Chorizo Stuffed Mushrooms
\$2.60 per person

Roasted Vegetable and Fontina Tart
\$2.25 per person

Cold Hors d' oeuvres

Domestic Cheese Display and Crackers
\$1.95 per person

Assorted Fruit Display
\$1.55 per person

Chocolate Fondue with Assorted Fruit (Min 15 guest)
\$2.25 per person

Vegetable Crudités Display
\$2.05 per person

Herb Roasted Tenderloin Platter with creamy Horseradish, course Dijon, and Caramelized
Balsamic Onion Jam served with a crusty French Roll
Market \$

Shrimp Cocktail
Market \$

Smoked Salmon Display
Market \$

Mini Brownie Bites, Lemon, Pecan, and Fruit Bars
\$1.75 per person

Cheesecake Squares with assorted Toppings
\$3.25 per person

Taste of the Mediterranean

Hummus & Pita Chips, with an array of Meat, Cheese, and Olives
\$6.50 per person

Fresh-Made Popcorn

Ranch, Butter, Cinnamon & Sugar flavor accompaniments
\$1.75 per person

Sweet & Savory Snacks

Malted Milk Balls, Chex Mix, Mints, Pretzels
Each \$8.75 per pound

Dessert

Cakes & Desserts

All dessert menus may be tailored to your individual taste and enhanced by any number of supplemental dishes or chef attended stations.

Custom Cakes:

Full Sheet Cake: (serves 60) Half Sheet Cake: (serves 30)
\$44.99 \$26.99

Quarter Sheet Cake: (serves 30) 10' Round (serves 16)
\$17.50 \$20.99

Choice of Icing

White Chocolate
Cream Cheese Whipped Cream

Treats & Sweets

Home-Made Rice Crispy Treats
Fresh Baked Cookies
Fresh Baked Brownies
Lemon Bars
Cupcakes
\$8.75 per dozen

Chocolate Truffles
\$1.50 each

Other dessert options available on request.