Brandeis University Catering

kosher social event guide
**KOSHER SOCIAL EVENT GUIDELINES**

Brandeis University Catering provides all food and beverage services on campus at Brandeis University in Waltham, Massachusetts. The following social events catering guide offers an eclectic mix of culinary delights. Your special event is important to us, so please feel free to contact us for any special arrangements or items you may not find in this guide. It is our goal to exceed your expectations and we are always available to create a menu tailored to your specific needs.

**Event Planning**

To plan your social event, contact the Conference and Events Office between 9 AM and 5 PM, Monday through Friday at 781-736-4300. Our team of Catering professionals is on hand to create a customized menu to meet the individual needs of your group as well as suggest an array of appropriate accompaniments.

**Kosher Catering**

In order to keep with the highest level of Kashruth, Kosher hot meals and china service is only offered in the Hassenfeld Conference Center. All meats are certified Glatt Kosher and are prepared under rabbinical supervision in the Brandeis University Kosher Meat Kitchen. Kosher catering is not available during Passover. The Sabbath is observed weekly. Please speak to your event specialist about Kosher catering needed after the Sabbath. Additional fees/restrictions may be applied. Please note that there may be other restrictions during holiday periods.

The appropriate Kosher supervision/Mashgiach will be provided. Challah bread is included in all packages for Motzi.

**Food Preparation**

All menus within this guide are prepared in our Kosher Meat kitchen and are considered meat. Various other menu items are designated and/or purchased pareve. Dairy menus for your event can be custom designed to meet your event needs. Ask your Event Coordinator for more details.

**Exceptional Enhancements**

**Linen**

A wide selection of colored napkins and table linens are available to enhance your event at no extra charge. Samples of linen are available upon request and are priced according to your needs. Floor length linen is available in a wide array of colors, patterns and textures to enhance the look and feel of your special event. While prices may vary according to the chosen style, we offer solid colors at $22.00 per round table. Should you decide to provide your own linen, a $5.00 handling fee per linen will be assessed.

White skirting for food and beverage tables, gift and place card tables, cake and challah tables and a DJ table are included in the cost of your event. Additional white skirting is available for $32.00 per table.

**China**

Events held in The Hassenfeld Conference Center are inclusive of house china, glassware and flatware for up to 200 guests.

**Floral and Plant Arrangements**

Whether planning an intimate setting where floral centerpieces are needed or elaborately themed events such as tropical paradise, Brandeis Catering is here to assist you with the details. Our top-notch local purveyors can deliver anything from flowers in bud vases to a roomful of palm trees. Votive candles are also available for an additional fee.

**Cake Cutting**

We will gladly cut and serve cakes provided by an outside vendor at no additional cost.

**Liquor**

Brandeis University holds the appropriate licensing to serve all alcohol on campus. In order to maintain this license, trained and experienced staff must be present at each event to manage the service of alcohol in accordance with the Commonwealth of Massachusetts liquor laws. Brandeis University Catering will determine the appropriate number of bartenders to service your event.

**Rental Fees**

Please ask your Event Coordinator about our current rental fees. Social Events are contracted for five hours; one hour for cocktails and hors d’oeuvres, followed by dinner and dancing for four hours. For cocktail receptions only, there is a four hour maximum. For events beyond the contracted time, overtime and labor charges will be applied based on your event end time. Wait staff fees are not included in the rental fees.

**Billing**

Billing for all events must be made in accordance with University policies. All deposits are NON-REFUNDABLE. The rental fee serves as the first deposit and must be received within two weeks of reserving the space. The next deposit of $3000.00 must be received with the completed signed contract within two weeks after receipt of the contract. A 6.25% Massachusetts Meal Tax and the estimated bar bill must be received upon submission of the guarantee, five working days prior to the event. After your event, you will be billed the remaining beverage
costs and any excess charges. Prices in this booklet are subject to change. Menu prices are guaranteed three months prior to the event. All served events requesting multiple entrée options for their guests, not including vegetarian option, will be charged a $3.00 fee per person, per entrée.

Guarantees
Brandeis University requires the exact number of guests by noon, five working days prior to the event. If your guest count increases or you make changes to an existing menu less than five (5) business days in advance of your event, late fees will be applied to your bill. Your final invoice will be based on the guaranteed guest count number provided or the number of guests in attendance at the event, whichever is greater. We understand that last minute cancellations are occasionally unavoidable. We will work with you to minimize your charges, but you will be responsible for any costs incurred by the Catering Department up to the time of cancellation.

Service
Wait staff are included in the Package Price for a five hour service period. Extended event, setup and/or breakdown requirements will be billed for wait staff at $25.00 per hour, per staff member. Bartenders are required for all events featuring a bar and are billed an additional $175.00 for a five hour service period. Additional service hours are billed at $30.00 per hour, per staff member.

To ensure the smooth running of your event, appropriate staffing is arranged by the catering department. Our general guidelines for staffing are as follows:
Full Open Bar – Bartender per 75 guests
Butler Passed Hors D’oeuvres – 1 Wait Staff per 30 guests
Your Event Specialist may offer suggestions based on your specific event and clientele.

Floor Plans
The Sherman Function Room in the Hassenfeld Conference Center will accommodate 200 guests with a dance floor. A floor plan indicating the number of guests to be seated at each table is required at least three working days prior to the event.

Accommodations
For your out-of-town guests, we have limited affordable overnight accommodations available adjacent to our Faculty Club. Please contact Conference and Events Services for availability.

Parking
Free and ample parking is available to all guests, on an unreserved basis, in University parking areas.

Weather Cancellation Policy
As a residential campus, Brandeis University remains open; however, should the governor of Massachusetts declare a “State of Weather Related Emergency” your event will be canceled. If you choose to reschedule, it will be at a time convenient for both parties and subject to space availability. If rescheduling is not an option a full refund will be issued.

Personal Property
Brandeis University Catering cannot accept any responsibility for property, clothing or equipment.

Display and Exhibit
Materials may not be attached to walls or ceilings. The client assumes responsibility for extra cleaning or repair fees incurred from misuse or damage to University facilities. Smoke machines, Mylar strips, confetti, gum and jellybeans are prohibited.

Miscellaneous
For the safety and well-being of our clients and guests, food and beverage are not permitted to leave the premises of a catered event. In the rare case there is remaining food, all efforts are made by the catering department to donate the food to a local reputable charity.
plated dinner
The following Plated Dinner Packages are inclusive of your choice of:

Two Cold Stationary Reception Trays for your Cocktail Reception and a Salad, Entrée and Dessert Course for your Affair. All Packages include Freshly Baked Rolls and Sweet Margarine, Java City Regular and Decaffeinated Coffee and Bewley’s Herbal Teas.

COLD STATIONARY RECEPTION TRAYS
Please Select Two

MEDITERRANEAN PLATTER
Hummus, Baba Ghanoush and Tabbouleh with Toasted Pita Points
Accompanied by Spiced Kalamata Olives, and Feta Cheese

FRUIT MOSAIC
Fresh Seasonal Melons and Berries served with a Raspberry Dip

VEGETABLE ANTIPASTO PLATTER
With Roasted Vegetables, Tomato Mozzarella Caprese, Rosemary White Bean Spread, and Olives served with Focaccia Toast Points

FRESH VEGETABLE CRUDITÉS
Seasonal Vegetables accompanied by a Cucumber Dill Dip

TUSCAN GRILLED FLATBREADS
Topped with Assorted Vegetarian Toppings and garnished with Fresh Herbs and Balsamic Reduction

SALAD SELECTIONS
Please Select One

ENDIVE, WATERCRESS AND FRISÉE
With Grilled Fennel, Pear, Roasted Nuts and Raisins. Finished with a Balsamic Emulsion

PEAR AND CHICORY
Lightly Dressed with a Balsamic Vinaigrette

HEARTY NEW ENGLAND GREENS
With Oven Roasted Yellow Tomato, Black Olives, and a Garlic Crouton. Dressed with a Roasted Onion Vinaigrette

MESCLUN GREENS SALAD
With English Cucumber, Roma Tomatoes, and Sweet Vidalia Onion. Finished with a Balsamic Vinaigrette

ARUGULA AND FIELD GREENS SALAD
With Roasted Red Peppers and Sunflower Seeds. Dressed with Honey Dijon Dressing
ENTRÉE SELECTIONS

Please Select One

All Entrées are served with your choice of Two Accompaniments

BEEF

ROASTED PRIME RIB WITH GARLICKY
BRAISED GREENS
Presented with a Seasonal Wild Mushroom Au Jus

TWIN MEDALLIONS OF BEEF
Seared with a Dijon Cracked Black Pepper Crust and a Brandied Au Jus

SLICED SLOW ROASTED BRISKET
Topped with a Roasted Tomato and Garlic Bordelaise Sauce

$55.00

CHICKEN

HERB ENCRUSTED PAN SEARED
CHICKEN BREAST

ROULADE OF CHICKEN AND RED PEPPER
FLORENTINE
With a Roasted Tomato Demi

ROSEMARY AND HONEY GLAZED
GINGER CHICKEN

PAN SEARED CHICKEN BREAST
Stuffed with a Wild Mushroom and Roasted Garlic Stuffing. Finished with a Fresh Herb Velouté

$49.00

FISH

PAN SEARED WEST COAST GRILLED
SALMON FILET
Topped with English Cucumber, Roma Tomato and Sweet Vidalia Onion

SESAME GINGER SALMON
Drizzled with a Fresh Ginger Ponzu Sauce, Served over Garlic Braised Greens

$55.00

VEGETARIAN

ASIAN VEGETABLE STIR-FRY
Sautéed Ginger Teriyaki Tofu with Sugar Snap Peas, Chinese Cabbage, Mung Bean Sprouts, and Julienne Red Peppers

MUSHROOM POLENTA
Served with a Mélange of Grilled Italian Vegetables, Sautéed Arugula, and Finished with a Brunoise of Stoplight Peppers

$42.00
ACCOMPANIMENTS

VEGETABLES – PLEASE SELECT ONE
Oven Roasted Haricots Verts
Sautéed Seasonal Squash
Sautéed Snow Peas with Charred Red Pepper
Blanched Broccoli Crowns

STARCHES – PLEASE SELECT ONE
Herbed Rice Pilaf
Oven Roasted Mixed Potatoes
Cous Cous Pilaf
DESSERT SELECTIONS
Please Select One
All desserts from our on premise bakery are prepared pareve.

CHOCOLATE TORTE
Chocolate Torte with a Layer of Dark Chocolate Ganache. Enrobred with Chocolate Frosting served with Fresh Berries and Whipped Topping

SEASONAL FRESH FRUIT TART
With Chantilly Cream and Fresh Berry Garni

CHAMPAGNE FLUTE OF FRESH BERRIES

CHOCOLATE MOUSSE
Finished with Whipped Cream and Fresh Strawberry Garni

BAKER’S CHOICE DESSERT SAMPLER
A Variety of Freshly Baked Mini Pastries, Macaroons, Cakes, Pies or Custards. Prepared in our Campus Bakery served to your table Family Style with Fresh Fruit Garni
buffet dinner
buffet dinner packages

The following Buffet Dinner Packages are inclusive of your choice of:

Two Cold Stationary Reception Trays for your Cocktail Reception. A Buffet consisting of your choice of Two Salads, Two Entrées, and Two Accompaniments and a Dessert Selection served to your table. All Packages include Freshly Baked Rolls and Sweet Margarine, Java City Regular and Decaffeinated Coffee and Bewley’s Herbal Teas.

**COLD STATIONARY RECEPTION TRAYS**

**Please Select Two**

**MEDITERRANEAN PLATTER**
Hummus, Baba Ghanoush and Tabbouleh with Toasted Pita Points Accompanied by Spiced Kalamata Olives, and Spiced Nut Garni

**FRUIT MOSAIC**
Fresh Seasonal Melons and Berries served with a Raspberry Dip

**VEGETABLE ANTIPASTO PLATTER**
With Roasted Vegetables, Eggplant Caponata, Rosemary White Bean Spread, and Olives served with Italian Breads and Crostini

**FRESH VEGETABLE CRUDITÉS**
Seasonal Vegetables Accompanied by a Cucumber Dill Dip

**SALAD SELECTIONS**

**Please Select Two**

**ENDIVE, WATERCRESS AND FRISÉE**
With Grilled Fennel, Pear, Roasted Nuts and Raisins. Finished with a Balsamic Emulsion

**PEAR AND CHICORY**
Lightly Dressed with a Balsamic Vinaigrette

**HEARTY NEW ENGLAND GREENS**
With Oven Roasted Yellow Tomato, Black Olives, and a Garlic Crouton. Dressed with a Roasted Onion Vinaigrette

**MESCLUN GREENS SALAD**
With English Cucumber, Roma Tomatoes, and Sweet Vidalia Onion. Finished with a Balsamic Vinaigrette

**ARUGULA AND FIELD GREENS SALAD**
With Roasted Red Peppers and Sunflower Seeds. Dressed with Honey Dijon Dressing
**ENTRÉE SELECTIONS**

Please Select One

All Entrées are served with your choice of Two Accompaniments

**BEEF**

**SLICED ROAST BEEF** $52.00
Topped with a Red Wine Mushroom Sauce

**SLICED SLOW ROASTED BRISKET** $50.00
Topped with a Roasted Tomato and Garlic Bordelaise Sauce

**CHICKEN**

**HERB ENCRUSTED PAN SEARED CHICKEN BREAST** $49.00

**PAN SEARED CHICKEN BREAST** $48.00
Stuffed with a Wild Mushroom and Roasted Garlic Stuffing.
Finished with a Fresh Herb Velouté

**ROULADE OF CHICKEN WITH RED PEPPERS AND ARUGULA** $48.00
With a Herbed Velouté

**OVEN ROASTED BONE IN CHICKEN** $47.00
 Traditionallly Prepared Bone in Chicken Seasoned with Rotisserie Style Seasoning

**FISH**

**PAN SEARED NORWEGIAN SALMON FILLET** $52.00
Topped with English Cucumber, Roma Tomato and Sweet Vidalia Onion

**SESAME GINGER SALMON** $52.00
Drizzled with a Fresh Ginger Ponzu Sauce,
Served over Garlic Braised Greens

**VEGETARIAN**

**ASIAN VEGETABLE STIR-FRY** $42.00
Sautéed Ginger Teriyaki Tofu with Sugar Snap Peas,
Chinese Cabbage, Mung Bean Sprouts, and Julienne Red Peppers

**MUSHROOM POLENTA** $44.00
Served with a Mélange of Grilled Italian Vegetables,
Sautéed Arugula, and Finished with a Brunoise of Stoplight Peppers
ACCOMPANIMENTS

VEGETABLES – PLEASE SELECT ONE
- Oven Roasted Haricots Verts
- Sautéed Seasonal Squash
- Sautéed Snow Peas with Charred Red Pepper
- Blanched Broccoli Crowns

STARCHES – PLEASE SELECT ONE
- Herbed Rice Pilaf
- Oven Roasted Mixed Potatoes
- Whole Wheat Cous Cous Pilaf
DESSERT SELECTIONS
Please Select One
All desserts from our on premise bakery are prepared pareve.

CHOCOLATE TORTE
Chocolate Torte with a Layer of Dark Chocolate Ganache. Enrobed with Chocolate Frosting served with Fresh Berries and Whipped Topping

SEASONAL FRESH FRUIT TART
With Chantilly Cream and Fresh Berry Garni

CHAMPAGNE FLUTE OF FRESH BERRIES

CHOCOLATE MOUSSE
Finished with Whipped Cream and Fresh Strawberry Garni

BAKER’S CHOICE DESSERT SAMPLER
A Variety of Freshly Baked Mini Pastries, Macaroons, Cakes, Pies or Custards. Prepared in our Campus Bakery served to your table Family Style with Fresh Fruit Garni

Ask your Event Coordinator about upgrading your dessert selection with one of our signature dessert stations.
enhancements
HORS D’ŒUVRES

COLD STATIONARY RECEPTION TRAYS

Add an additional Stationary Reception Trays offering for your guests. Prices Based on Guest Count of 50

MEDITERRANEAN PLATTER $195
Hummus, Baba Ghanoush and Tabbouleh with Toasted Pita Points Accompanied by Spiced Kalamata Olives, and Spiced Nut Garni

FRUIT MOSAIC $155
Fresh Seasonal Melons and Berries served with a Raspberry Dip

VEGETABLE ANTIPASTO PLATTER $150
With Roasted Vegetables, Eggplant Caponata, Rosemary White Bean Spread, and Olives served with Italian Breads and Crostini

FRESH VEGETABLE CRUDITÉS $125
Seasonal Vegetables Accompanied by a Cucumber Dill Dip

SMOKED SALMON OR SMOKED WHITEFISH Market Price
Smoked Atlantic Salmon accompanied by Capers, Diced Red Onion, Freshly Chopped Roma Tomatoes, Chopped Egg Whites and Yolks, and Bagel Chips. Served with Lemon Garni

CHOPPED LIVER PLATTERS $125
With Chopped Red Onion, Capers, Sliced Egg, Roma Tomato, and Parsley with Bagel Chips

BUTLER PASSED HORS D’ŒUVRES

Expand your Cocktail Reception with our selection of Butler Passed Hors D’œuvres. Your Event Planner will recommend the appropriate amount of Hors D’œuvres to order. Price per person

Chicken Satay with an Orange Marmalade
Traditional Potato Pancakes with Apple Sauce and Sour Cream. Duxelles Stuffed Mushroom Caps
$3.00

Vegetarian Asian Style Spring Rolls
Pan Seared Chicken Pinwheels with Scallions and Roasted Red Peppers
Chili Lime Salmon Satay
Zucchini Pancakes with Herbed Mustard Dip
Franks en Dough
$3.50

Smoked Salmon Cucumber Rounds
$3.75
DESSERT STATIONS  Price per person

WILD BERRY SHORTCAKE BAR $7.95
Strawberries, Blueberries, and Freshly Baked Lemon Shortcake.
Topped with Chantilly Whipped Cream

VIENNESE DESSERT DISPLAY $8.50
Selection of Premium Pastries to Include Individual Fruit Tarts,
Chocolate Dipped Strawberries, Petit Fours, Mini Éclairs, and Petite
Chocolate Chip Cookies and Biscotti

GOURMET COFFEE $3.00
Freshly Brewed Java City Coffee, Decaffeinated Coffee, and Bewley’s
Herbal Teas

SPECIAL OCCASION CAKES

A variety of colors and accents are available to personalize your cake. The following prices include basic flower and border decorations with inscription. Cakes are made pareve.

CHOOSE ONE OF THE FOLLOWING CAKE FLAVORS: Vanilla, Chocolate, White, Marble, Carrot Cake

CHOOSE ONE OF THE FOLLOWING ICING SELECTIONS: Butter Cream, Whipped Cream Icing, Mocha

MAKE YOUR CAKE EXTRA SPECIAL WITH ONE OF OUR FANCY FILLINGS: Strawberry, Chocolate Mousse

DECORATIVE ICING TO EMBELLISH YOUR CAKE IS AVAILABLE IN THE FOLLOWING COLORS: Blue, Red, Green, Yellow, Pink

DOUBLE LAYER FULL SHEET CAKE $190
100–110 Guests

DOUBLE LAYER HALF SHEET CAKE $95
50–55 Guests

10 INCH ROUND CAKE $70
12–18 Guests
young adult
served dinner

The Young Adult Served Dinner Package includes a Soda Bar for the Cocktail Reception as well as your choice of an Appetizer, Entrée and Dessert served during your Affair

YOUNG ADULT SODA BAR
A separate soda bar just for young adults during the Cocktail Hour. Includes a selection of Coca Cola Products, Shirley Temples and Cherries. Ask your Event Coordinator if you would like to extend the Soda Bar for the duration of your event.

APPETIZER SELECTIONS – Please select one
Sliced Melon Fan, Strawberry Garni
Potato Skins with Sour Cream
Tossed Garden Salad with Choice of Creamy Italian or Vinaigrette Dressing

ENTRÉE SELECTIONS – Please select one
Penne Pasta with Marinara Sauce
Southern Fried Chicken with French Fries and Corn
Barbeque Chicken with French Fries and Corn
Rotini with Meatballs
Hamburgers or Hot-Dogs with French Fries and Corn

$25.00

DESSERT SELECTIONS – Please select one
Apple Pie
Platters of Assorted Brownies and Congo Bars served Family Style
Chocolate Layer Cake

enhancements–served or buffet dinner

STATIONARY HORS D’OEUVRES
Chicken Fingers $3.75
Bowl of Pretzels or Potato Chips $2.50
Franks en Dough $2.50
Potato Pancakes with Sour Cream and Applesauce $2.50
Vegetable Crudités $3.00
The Young Adult Buffet Dinner Package includes a Soda Bar for the Cocktail Reception, your choice of one of the following Buffets and a dessert served to the table. Minimum of 20 Young Adults

**BUFFET SELECTIONS**

**Pu Pu Platter Buffet** $25.50
Tossed Garden Salad with Choice of Creamy Italian or Vinaigrette Dressing
Assorted Dinner Rolls with Margarine

*Your Choice of Four of the Following Entrées:*
- Chicken Fingers with Duck Sauce
- Vegetable Spring Rolls
- Franks en Dough with Mustard
- Steak or Chicken Teriyaki
- French Fries
- Onion Rings
- Choice of One Dessert

**PERFECT PASTA BUFFET $24.00**
Tossed Garden Salad with Choice of Creamy Italian or Vinaigrette Dressing
Garlic Bread

*Your Choice of Three of the Following Pasta:*
- Penne Pasta with Marinara Sauce
- Penne Pasta with Meat Sauce
- Meatballs in Marinara Sauce
- Linguini with Marinara Sauce
- Linguini with Garlic and Oil

Choice of One Dessert

**DESSERT SELECTIONS – Please select one**
- Apple Pie
- Platters of Assorted Brownies and Congo Bars served Family Style
- Chocolate Layer Cake
refreshments
LIQUOR SERVICE
Full service beverage service is available for all social events. The following is a breakdown of alcoholic beverage costs. Please inquire with Conference and Events Services for a list of seasonal wines. Wines will be charged by the bottle for bars, receptions, and meals. Hard alcohol will be charged by the 1/10th of bottle. All invoices are based on guest consumption. Specialty wines and alcohol not listed are available and may be ordered for your event. You will be charged for specialty wines by the case and liquor by the bottle when available.

Bartenders are required for all events featuring a bar and are billed an additional $175.00 for a five hour service period. One bartender is required for every 75 guests.

Additional service hours are billed at $30.00 per hour.

BEER SELECTIONS $4.75 per bottle
Sam Adams®
Sam Adams Light®
Heineken®

HOUSE SPIRITS $100.00 per bottle
Absolut® Vodka
Tanguerey® Gin
Bacardi® Rum
Dewar’s® Scotch
Canadian Club® Whiskey

PREMIUM SPIRITS $125.00 per bottle
Amaretto DiSaranno®
Crown Royal®
Glenlivet Scotch®
Kettle One Vodka®
Bombay Sapphire Gin®

MIXERS
A selection of mixers to include Coca-Cola® Sodas, Minute Maid® Juices, Tonic, and Club Soda.

COFFEE AND TEA SERVICE
Java City® Brews Regular, Decaffeinated Coffee and Bewley’s® Herbal Teas will be Included with All Social Event Packages
social event tasting policies and procedures

MENU TASTING
Prior to your Social Event you are invited to sample the following courses to assist in your planning and decision making process:

Choice of Two Entrées
Choice of Four Accompaniments

SPECIALTY ITEMS
If the Client requests a tasting for any items other than the specified items, they will be charged the appropriate fees associated with item availability, usage and price.

SCHEDULING A TASTING
The Tasting must be scheduled by a Conference and Events Services Representative during normal hours of operation. Tastings will not be scheduled during lunch hours (12-2pm), university vacation periods or closing times. Any Tastings scheduled during university closing times will be subject to fees. Brandeis Dining Services must receive the specific menu at least 48 hours in advance of the tasting.

LIQUOR, BEER AND WINE TASTING
If the Client chooses to taste specific liquor, beer or wine, they will be charged for items required to be brought in to the location. In some situations, this could include an entire case of the specified liquor. All liquor, beer or wine tastings are subject to Massachusetts State Liquor Laws. No liquor, beer or wine will be allowed to leave the premises.
Brandeis University Catering looks forward to catering your event!