



PACE UNIVERSITY
STUDENT CATERING
3/1/2023-2/28/2024

CARVED + CRAFTED

catering



chartwells
where hungry minds gather



PACE
UNIVERSITY

WELCOME

Welcome to the Carved and Crafted! Our mission is to provide you with exceptional quality, exceptional service and a creative cutting-edge culinary experience. Our professional staff is available to assist in planning your special event Monday-Friday 8:00am - 6:00pm. Please contact our catering coordinator for customized service and menus.

(Pace NYC: 212-346-1360, Pace Pleasantville: 914-773-3763)

1. To receive the prices in this brochure, you must be a registered student organization.
2. Napkins and disposable cutlery will be provided as needed, depending on menu choice.
3. For groups larger than 100 please contact our catering department.
4. All items can be packaged if needed at an additional cost.
5. Please let us know if any of your guests have food allergies; we are happy to make a separate dish to accommodate.
6. Sanitation and safety is of our utmost importance. Please see all labels for quality assurance and temperature on all menu selections that need refrigeration and heating.
7. We are happy to sit and create custom menus for any event!



PARTY PLATTERS AND SNACKS

VEGGIE AND HUMMUS PLATTER (Cals: 290-870)

Fresh vegetables with Za'atar hummus, ranch dip and pita triangles

Small \$49.99 (serves 12)

Large \$79.99 (serves 24)

FRUIT BOWL (Cals: 70-280)

Fresh seasonal fruit bowl

Small \$29.99 (serves 6)

Large \$49.99 (serves 12)

CHIPS AND SALSA (Cals: 170-510)

Tortilla chips with house-made salsa and queso

Small \$36.99 (serves 12)

Large \$74.99 (serves 24)

ASSORTED CHEESE AND CRACKER

PLATTER (Cals: 380-760)

Assorted cheeses and crackers

Small \$44.99 (serves 20)

Large \$84.99 (serves 40)

DIM SUM

Pork/ Lemongrass Chicken or Vegetable Dumplings (Cals: 690-1380)

Served with Soy and Sweet Chili Dipping Sauce

Half pan 44.99 (serves 12 choose)

Full pan 66.99 (serves 24 choose)

MOZZARELLA STICKS (Cals: 290-580)

Crispy fried cheese sticks with marinara dipping sauce

Half pan \$63.99 (serves 12)

Full pan \$127.99 (serves 24)

MEATBALLS (Cals: 380-760)

Baked meatballs tossed with your choice of BBQ, or marinara sauce

Half pan \$74.99 (serves 12)

Full pan \$149.99 (serves 24)

CHICKEN WINGS (Cals: 1760-3520)

Crispy chicken wings tossed with your choice: buffalo sauce OR BBQ sauce. Served with ranch or blue cheese dressing and celery sticks (3 wings per person)

Half pan \$49.99 (serves 12)

Full pan \$89.99 (serves 24)

CHICKEN TENDERS (Cals: 690-1380)

Crispy chicken tenders with choice: BBQ, honey mustard, or ranch (3 tenders per person)

Half pan \$49.99 (serves 12 choose 2 sauces)

Full pan \$69.99 (serves 24 choose 3 sauce)

PIZZA PARTY (8 slices per 16" pizza)

Cheese pizza (Cals: 220)

\$17.99/per pizza

Pepperoni pizza (Cals: 230)

\$19.99/per pizza

Vegetarian pizza - peppers, onions, mushrooms (Cals: 200)

\$19.99/per pizza

Meat lovers - bacon, sausage, ham and pepperoni (Cals: 250)

\$22.99/per pizza

Bacon chicken pizza - bacon, chicken and ranch (Cals: 217)

\$22.99/per pizza

CRISPY CAULIFLOWER BITES (Cals: 480-960)

Crispy cauliflower tossed with your choice: buffalo sauce or BBQ sauce. Served with ranch or blue cheese sauce on the side and celery sticks

Half pan \$36.99 (serves 12)

Full pan \$72.99 (serves 24)

ENTRÉE

ITALIAN NIGHT (Cals: 870-1840)

Includes Caesar salad and lightly salted breadsticks brushed with garlic butter

Choice of:

Creamy Chicken Alfredo Pasta

Pasta Pomodoro

Penne Vodka

Half pan \$72.99 (serves 12)

Full pan \$139.99 (serves 24)

SOUTHERN EVENING (Cals: 1140-2280)

Fried chicken 2 piece, mashed potatoes and gravy, sautéed green beans, buttermilk biscuits and garden salad with balsamic and ranch dressings on the side

Small pan \$191.49 (serves 12)

Large pan \$394.29 (serves 24)

MAC AND CHEESE

Choice of:

Classic creamy mac and cheese (Cals: 400-800)

Half pan \$ 29.99 (serves 12)

Full pan \$ 59.99 (serves 24)

Kickin' Buffalo chicken mac and cheese
Cals: 400-800)

Half pan \$36.99 (serves 12)

Full pan \$73.99 (serves 24)

WRAPS (Cals: 700-1400)

Served with bagged chips

Chicken Caesar Wrap

BBQ Chicken Ranch Wrap

Chicken Salad Wrap

Turkey Bacon Club

Grilled Vegetable and Hummus wrap

Small Platter Serves 12 \$108.99 (choose 2)

Large Platter Serves 24 \$215.99 (choose 3)

GRILL'D (Cals: 120-1280)

Grilled burgers with platters of lettuce, tomato, pickle, red onion, yellow mustard, ketchup, mayo, relish, and sliced American cheese. Served with bagged potato chips

Choice of 2:

Hamburgers, veggie burger, hot dog or BBQ

Grilled Chicken

Small Serves 12 \$108.99

Large Serves 24 \$215.99





ENTRÉE CONTINUED...

NACHO BAR (Cals: 480)

Choice of 2:

Chicken, Ground Beef, Pork Carnitas or Green Chili

Cauliflower

Tortilla Chips

Queso

Black Beans

Lettuce, Tomatoes, Shredded Cheese & Sour Cream

Jalapeños

Fresh tomato salsa and roasted corn salsa

\$239.99 (feeds 24)

TACO SALAD BAR (Cals: 550)

Choice of 2:

Chicken, Ground Beef, Pork Carnitas or Green Chili

Cauliflower

Tortilla Strips

Black Beans

Romaine Lettuce, Tomatoes, Shredded Cheese,
Jalapeños & Sour Cream

Fresh Tomato Salsa and Roasted Corn Salsa

Cilantro Lime Vinaigrette & Chipotle Ranch Dressing

\$249.99 (feeds 24)

FAJITA BAR (Cals: 540)

Choice of 2:

Grilled Chicken, Fajita Beef or Green Chili

Cauliflower

Soft flour tortillas

Sautéed fajita vegetables

Yellow Rice

Black Beans

Lettuce, Tomatoes, Shredded Cheese & Sour
Cream

Tortilla Chips

Pico De Gallo and Roasted Corn Salsa

\$269.99 (feeds 24)

A LA CARTE ITEMS

TOSSED SALAD (Cals: 410-1640)

Mixed greens, Tomatoes, Cucumbers, Carrots.
Served with Ranch and Balsamic Dressing

Small \$35.99 (serves 6)

Large \$71.49 (serves 12)

CAESAR SALAD (Cals: 430-1720)

Romaine lettuce, Parmesan cheese, croutons,
and Caesar dressing

Small \$39.99 (serves 6)

Med \$75.99 (serves 12)

BREAKFAST

CONTINENTAL (Cals: 40-270)

Assorted Mini Muffins, Danishes and Cinnamon Rolls

Small 54.99 (serves 12)

Large 99.99 (serves 24)

FRUIT & YOGURT (Cals: 150-300)

Seasonal Fresh Fruit Display

Vanilla Yogurt

House Made Granola Assorted

Toppings:

Sliced Bananas, Dried Cranberries,

Fresh Blueberries

49.99 (serves 10)

BREAKFAST BURRITOS (Cals: 1070-1085)

Individually wrapped. Served with a side of sour cream & salsa.

Choice of two:

Cage free eggs, potatoes & cheddar cheese

Cage free eggs, potatoes, crispy bacon & cheddar cheese

Cage free eggs, potatoes, savory sausage & cheddar cheese

Cage free eggs, potatoes, farm fresh vegetables & cheddar cheese

Tofu, peppers, mushroom, spinach, potatoes, onions

49.99 (serves 12)

DONUTS (Cals: 95-300)

Assorted Donuts

Small box 12 19.99

Large box 24 39.99

SOMETHING SWEET

ASSORTED COOKIES (Cals: 200)

24.99/per dozen

BROWNIES (Cals: 170)

33.99/per dozen

RICE KRISPIE TREATS® (Cals: 230)

33.99/per dozen

ASSORTED MINI CUPCAKES (Cals: 230)

32.99/per dozen

Chocolate Cake / Chocolate

Icing Yellow Cake / Vanilla Icing

BEVERAGES

Freshly Brewed Coffee Regular or Decaffeinated Coffee (Cals: 0)

3.49 per person

Hot Water and Assorted Teas (Cals: 0)

3.25 per person

Hot Chocolate (Cals: 130)

3.75 per person

Cold beverages

Each

Soda- Cans (Cals: 0-190)

1.99

Water Bottles (Cals: 0)

1.99

Water, Iced Tea or Lemonade-Bubbler (Cals: 0-160)

30.00

Infused Water Bubbler (Cals: 0-20)

30.00

Orange Juice Bubbler

49.99

Bottled Orange Juice

2.99

Almost Cocktails Bubbler (Mocktail)

35.00

Bundle it Up!

Add Any Bubbler and SAVE!

POLICIES & PROCEDURES

The Center for Student Engagement in conjunction with Academic Scheduling, Special Events, Chartwells Dining Services, Educational Media, Buildings and Grounds, and Security will work together to provide the appropriate venue and support services for your event. If you have any questions regarding confirmation of spaces and/or the event planning process, please contact The Center For Student Engagement on your home campus.

NYC: **(212) 346-1590 / studentengagementnyc@pace.edu** PLV: **(914) 773-3767 / plvstudentengagement@pace.edu**

Food and beverages on campus must be provided by Dining Services unless a waiver is provided by Dining Services prior to the purchase of any external product.

PLACING AN ORDER: NYC CAMPUS

Please reach out to the Center of Student Engagement, they will train you internally on the steps to properly submit an order.

PLACING AN ORDER: PLV & WESTCHESTER CAMPUS

To plan for a catered event, the procedure is as follows:

1. Consult the Student Catering Guide for the appropriate dining options; if there are any specifics not included in the catering guide please consult the catering manager for an accurate quote.
2. At minimum **THREE** weeks prior to your event please inform The Center For Student Engagement representatives of your food request so they can fill out the appropriate paperwork to confirm your food order and provide payment.
3. The Center For Student Engagement is happy to meet face to face to answer all your questions.

ORDERING TIMELINE

- 1. THREE WEEKS PRIOR TO EVENT:** Orders must be received by the Center of Student Engagement
2. Depending on the nature of your event, additional catering fees may apply such as: late order fees, late cancellation fees, small order fees, and labor charges.
- 3.** Any request made after this timeline will not be accepted. (Please see additional sections regarding these fees).
- 4. FIVE BUSINESS DAYS:** Orders **NOT** cancelled prior to five days before the event will be charged in full.

POLICIES & PROCEDURES

GREEN/SUSTAINABLE CAMPUS

Events include disposable/compostable plates, cups and plasticware unless otherwise purchased.

VEGETARIAN/VEGAN/GLUTEN FREE

Pace Catering prides itself on offering balanced and healthful options for all dietary preferences. However, if you are unsure or have special requests please do not hesitate to contact the Special Events office.

LINEN

Paper Table Cloths are provided for all food and beverage displays. Additional linen may be purchased for seating tables, registration tables, etc. (see "Miscellaneous" section for linen & paper prices).

WAIT STAFF

Pace Catering services will drop off, setup and clean-up all events occurring within normal business hours (see page 2). Pace Catering may require additional wait staff based on the size, scope and location of the event.

1. Wait staff is required for all events over 100 people.
2. Wait staff is \$275 per staff member and requires a minimum of 4 hours. For every additional hour there is a \$75 fee per wait staff per hour.
3. A bartender is required for all events where alcohol is served.
4. For events requiring a BBQ Chef (when an outdoor space is used) the cost is as follows:
 - \$175.00 per chef with a minimum of four hours.
 - For events over 100 people, two or more BBQ chefs are required.
5. Wait staff is required for all events using china.
6. For plated events the cost is as follows:
 - Plated events with ONE entree choice require one butler for two tables of 8 to 10 people.
 - Plated events with TWO or more entree choices require one butler for each table of 8-10 people.
7. Wait staff may be required for events taking place on the weekend or on university holidays.
8. Wait staff is required for events held on weekends and university holidays spanning two or more meal periods (i.e. breakfast/ lunch; lunch/dinner). The number of wait staff needed will be based on the number of confirmed attendees.

EQUIPMENT RETURN

Clients will be charged for all equipment that is broken or not returned at the completion of event.

GUARANTEED GUEST COUNT

1. The guaranteed guest count must be received 3 business days prior to the event, for events under 100 people.
2. The guaranteed guest count must be received 5 business days prior to the event, for events of 100 people or more. If the guest count is increased after 5 business days there is a risk that the increase cannot be accommodated and a \$50.00 late fee will apply if Chartwells can accommodate the increase.
3. Clients will be charged for the guaranteed guest count or for the actual guest count if it is higher than the guaranteed.

CHINA RENTALS

1. All events utilizing china require wait staff.
2. Pricing upon request with lead time required.

POLICIES & PROCEDURES

CANCELLATION

Orders **NOT** canceled prior to **THREE BUSINESS DAYS** before the event will be charged in full. Weather related cancellations will be discussed on a case by case basis. Contact The Center For Student Engagement immediately for any questions.

TAX EXEMPT

All internal Pace University events are tax exempt. External groups must provide a Tax Exempt form.

SERVICE FEE

1. Saturday, Sunday and University Holiday events without wait staff require a \$50 delivery fee.
2. Events outside of Pace Catering hours of operation require a \$50 service fee. (Normal Hours of Operation are Monday – Friday 8am - 6pm)
3. A Late Fee of \$50 is required for orders NOT received by Pace Catering prior to THREE Business Days, for less than 100 people (PO or other payment information must be included).
4. A Late Fee of \$50 is required for orders NOT received by Pace Catering prior to FIVE Business Days, for 100 people or more (PO or other payment information must be included).



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External Catering

1. External Catering (External catering is ONLY available if APPROVED in advance via the Chartwells Catering Event Waiver Request Form at least 30 days before the event)
2. The Chartwells Event Waiver Form should be completed by the student organization planning the event/submitting the budget request and include a detailed menu/quote that is provided by the third party caterer/vendor. Once the waiver form is completed by the student organization, it should be submitted to [John Olsson](mailto:John.Olsson@compass-usa.com) (NYC) or [Kevin Henriquez](mailto:Kevin.Henriquez@compass-usa.com) (PLV), via email at John.Olsson@compass-usa.com or Kevin.Henriquez@compass-usa.com. Additionally, a professional staff member from the Center for Student Engagement must be copied. As well as Clifford Mondesir, the Executive Director of Auxiliary Services(CMondesir@pace.edu)
3. If your waiver is approved, you MUST communicate your approved waiver to the same Student Engagement Staff Member that you copied on your original request.
4. Submit this waiver as part of your individual purchase request on SetterSync (an approved waiver must be included to review a budget request that includes external/third party catering.)
5. Student Engagement will process and follow up on your food orders accordingly that have been approved.



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