



# Catering menu

Evergreen

CATERING

AT LOYOLA UNIVERSITY



4501 North Charles Street, Baltimore, MD 21210

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# ALL THE RIGHT INGREDIENTS

THANK YOU FOR SELECTING US TO CATER  
YOUR UPCOMING EVENT!

Whether we are dropping off food for a meeting or designing a full-service event with staffing, equipment, and linens, no event is too big, too small, or too complex for Evergreen Catering to handle. Mix all these ingredients together and you have a complete catering team that is prepared to flawlessly execute any type of event.

We have:

- Highly skilled, professionally trained culinary team
- Highest quality, freshest products delivered daily
- Customer-focused event staff assisting you with all your catering needs
- On-time deliveries from our staff

All of our events are the result of a collaborative effort between our event staff, culinary experts, operations teams, and you — the final ingredient!

We're happy to work with you to tailor a menu to fit your special event or budget. Please allow three weeks prior to your event for custom options.

Parkhurst Dining is proud to be the exclusive caterer of Loyola University Maryland.

# CONTINENTAL BREAKFAST



Served room temperature, 8 guests minimum

## PASTRIES

### TRADITIONAL CONTINENTAL

7.79 per guest

Choice of two: assorted muffins, Danishes, cinnamon rolls, or coffee cake. Served with coffee, hot tea, iced water, and assorted juices

### CLASSIC CONTINENTAL

10.79 per guest

Assortment of Danishes, muffins, and assorted bagels with cream cheese, butter, and jelly. Served with fresh fruit salad and accompanied by coffee, iced water, and assorted juices

### MORNING GLORY

4.49 per guest

A variety of freshly baked breakfast pastries including croissants, muffins, fruit Danishes, and coffee cake slices, served with butter and fruit preserves

### GOURMET BAGEL PLATTER

3.59 per guest

Served with plain cream cheese, butter, and fruit preserves

### ASSORTED DOUGHNUTS

26.00 per dozen

### ASSORTED JUMBO MUFFINS

30.00 per dozen

## FRUIT

### FRUIT SALAD

3.29 per guest

### MIXED WHOLE FRUIT

1.79 per piece

An assortment of oranges, apples, and bananas

### FRESH-SLICED FRUIT

3.79 per guest

A selection of sliced cantaloupe, honeydew melon, pineapple, and grapes, garnished with berries

## YOGURTS

### INDIVIDUAL YOGURT

2.49 each

An assortment of yogurts

## BOXED BREAKFAST

7.99 per guest

Jumbo muffin, yogurt, whole fruit, and bottled juice in a box

# HOT BREAKFAST SELECTIONS



8 guests minimum

## OATMEAL BAR 5.95 per guest

Steel-cut old-fashioned oatmeal with brown sugar, dried cranberries, raisins, roasted nuts, and dairy cream

## FRENCH TOAST PACKAGE 10.99 per guest

French toast served with choice of meat, fruit salad, and maple syrup accompanied by coffee, iced water, and assorted juices

## ALL-AMERICAN BREAKFAST 12.50 per guest

Scrambled eggs, choice of breakfast meat, breakfast potatoes, and sliced fruit accompanied by coffee, iced water, and assorted juices

## BREAKFAST MEATS 3.25 per guest

- Maple sausage links
- Applewood bacon
- Turkey bacon
- Vegetarian sausage

## BREAKFAST POTATOES 1.99 per guest

Served with ketchup

- Tater tots
- Hash browns

## À LA CARTE

FRUIT SALAD 3.29 per guest

SECOND CHOICE OF BREAKFAST MEAT 1.50 per guest

FRENCH TOAST 4.25 per guest

ASSORTED PASTRIES 2.99 per guest

## INDIVIDUAL OMELET MUFFINS

Two per guest. We can make these with egg whites upon request.

THE 'SHROOM 5.99 per guest

Wild mushrooms, spinach, and fontina cheese

CLASSIC LORRAINE 6.25 per guest

The original quiche Lorraine with roasted sweet onions, bacon, and Gruyere cheese

HAM & CHEESE 6.25 per guest

Personal omelet baked in a muffin pan filled with Virginia baked ham, fresh vegetables, Jack and cheddar cheeses

EASTERN SHORE 8.25 per guest

Hand-picked lump blue crab with sweet corn, green onions, and fontina cheese

## BREAKFAST SANDWICHES

BACON, EGG, & CHEDDAR CROISSANT 5.99 per guest

HAM, EGG, & SWISS ON CROISSANT 5.99 per guest

VEGETARIAN SAUSAGE, EGG,  
& CHEESE ON CROISSANT 5.25 per guest

Gluten free bagels or vegan croissants available with two week notice for an additional .49 each

# COLD BUFFET PACKAGES



## SANDWICH BUFFET

12.85 per guest / one side salad

14.25 per guest / two side salads

Your choice of three signature sandwiches or wraps, choice of side, and dessert

### CHOICE OF SIDES:

- Caesar salad with Caesar dressing
- Garden salad with ranch and balsamic vinaigrette
- House made potato chips
- Vinegar slaw
- Greek pasta salad
- Potato salad
- Southwestern roasted corn salad
- Tuscany grilled vegetable platter

## BOXED SANDWICH MEALS

8 guests minimum

Sandwich of your choice served with a bag of potato chips, a jumbo cookie, and soda or water

- Basic sandwich 12.99
- Signature sandwich or wrap 14.50
- Add side salad 2.50 each
- Add whole fruit 1.79 each

## BUILD YOUR OWN DELI STATION

13.50 per guest

Traditional deli-style platter with roast beef, turkey breast, and ham. Served with Swiss and cheddar cheeses, pickles, lettuce, tomatoes, mayonnaise, mustard, and horseradish cream, and includes choice of two sides and dessert

## BUILD YOUR OWN SALAD STATION

14.50 per guest / one protein

17.50 per guest / two proteins

21.95 per guest / three proteins

Fresh garden greens displayed with a selection of toppings and dressings. Served with fresh rolls, butter, and choice of dessert

### CHOOSE FROM:

- Thinly sliced flank steak
- Grilled chicken breast
- Grilled salmon
- Grilled tofu
- Chicken salad
- Tuna salad
- Egg salad
- Grilled shrimp
- Shrimp salad

### CHOICE OF DESSERT:

- Cookies and brownies
- Fruit salad

# SIGNATURE WRAPS



8 guests minimum, gluten-free options available.

## SHRIMP SALAD WRAP 6.95 per guest

House made shrimp salad with mixed greens in a tortilla

## CHICKEN CAESAR WRAP 6.75 per guest

Grilled chicken breast, romaine lettuce, shaved Parmesan cheese, and classic Caesar dressing in a flour tortilla

## MEXICAN CHICKEN WRAP 6.75 per guest

Lime-grilled chicken breast, cheddar cheese, pico de gallo, lettuce, and chipotle crema spread in a tortilla

## TURKEY CLUB WRAP 6.95 per guest

Smoked turkey breast, Monterey Jack cheese, applewood bacon, mixed greens, sliced tomato, and mayonnaise in a spinach tortilla

## VEGGIE EXPLOSION WRAP 6.50 per guest

**Vegetarian** California asparagus, leaf lettuce, feta cheese, mixed greens, roasted red peppers, and Boursin® cheese spread in a tortilla

## GREEK ISLES WRAP 6.25 per guest

**Vegan** Cucumbers, Kalamata olives, mixed greens, and cherry tomatoes with lemon oregano vegenaïse in a tortilla

# SIGNATURE SANDWICHES



8 guests minimum, gluten-free options available.

## THE TUSCANY

6.95 per guest

Grilled chicken breast with basil pesto, mozzarella, and eggplant caponata on a ciabatta

## BLACK ANGUS HERO

7.25 per guest

Medium-rare black angus top round of beef, field cress greens, grilled red onions, and Boursin® horseradish spread on a French baguette

## LITTLE ITALY

6.95 per guest

Genoa salami, prosciutto, capicola, mozzarella cheese, roasted peppers, romaine lettuce, and pesto spread on a French baguette

## THE SEAWICH

6.50 per guest

White albacore tuna salad with celery, sweet onion, and a touch of pickle relish on a brioche roll

## COUNTRY CHICKEN SALAD

6.50 per guest

White-meat, country-style chicken salad with leaf lettuce and vine-ripened tomato on a brioche roll

## TURKEY & HAVARTI

6.50 per guest

Smoked breast of turkey, Havarti cheese, leaf lettuce, sliced tomatoes, and pesto mayo on a brioche roll

## BAVARIAN BLAST

6.75 per guest

Virginia-cured ham with smoked Gouda cheese, honey mustard dressing, leaf lettuce, and tomatoes on a pretzel roll

## ZUCCHINI SANDWICH

Vegetarian

6.50 per guest

Herb-grilled green and yellow zucchini with fresh mozzarella, basil, marinated tomatoes, and pesto spread on ciabatta

## MAKE IT A MEAL

14.50 per guest

Choice of three signature sandwiches or wraps, choice of a side salad and dessert. Includes canned soda or bottled water

# ENTRÉE SALADS



Served with rolls, butter, cookies or brownies, and a beverage.

## GOURMET CAESAR SALAD

14.99 Grilled chicken or tofu

15.99 Grilled shrimp or salmon

16.99 Grilled flank steak

Crisp romaine lettuce, Parmesan cheese, and garlic croutons with a classic Caesar dressing

## COBB SALAD

15.25 per guest

Spiced breast of chicken, crisp bacon, crumbled blue cheese, hard-boiled egg, and tomato with a creamy ranch or bleu cheese dressing

## BUFFALO CHICKEN SALAD

14.99 per guest

Grilled buffalo chicken, crumbled blue cheese, cherry tomatoes, cucumbers, and shredded carrots over mixed greens with ranch dressing

### MAKE IT A BOXED MEAL

Just let us know! We're happy to work with you to tailor a menu to fit your special event or budget.

Please allow two weeks prior to your event for custom options.



# SIDES



À la carte, 8 guests minimum.

## CLASSIC CAESAR

3.50 per guest

Romaine lettuce, garlic croutons, and Parmesan cheese in a classic Caesar dressing

## GARDEN SALAD

3.25 per guest

Romaine, radicchio, red leaf, and limestone Bibb lettuces with tomatoes, chickpeas, matchstick carrots, cucumber, and broccoli, served with your choice of dressing

## SOUTHWESTERN CORN SALAD

2.75 per guest

Roasted corn tossed with bell peppers and green onion in a cumin vinaigrette

## TUSCANY GRILLED VEGETABLE PLATTER

3.75 per guest

Zucchini, bell peppers, onion, eggplant, fennel, and yellow squash with a basil-garlic olive oil served at room temperature

- Add garlic hummus, roasted red pepper hummus, or garden herb dip for an additional 2.69 per guest

## VINEGAR SLAW

2.95 per guest

Traditional coleslaw with shredded carrots and onions in a vinaigrette dressing

## GREEK PASTA SALAD

2.95 per guest

Rotini pasta tossed with Kalamata olives, cucumbers, tomatoes, red onions, and feta cheese in a red wine vinaigrette

## POTATO SALAD

3.50 per guest

Old-fashioned potato salad in a creamy dill mayonnaise

## HOMEMADE POTATO CHIPS

2.25 per guest

We're happy to work with you to tailor a menu to fit your special event or budget. Please allow two weeks prior to your event for custom options.

# SOUPS



Includes a cracker basket.

## CREAM OF CRAB

4.25 per guest

A creamy blend of fresh crab meat, cream, and sherry

## TRADITIONAL MARYLAND CRAB

4.25 per guest

Fresh crab meat, vegetables, and tomatoes in a vegetable broth

## CHICKEN NOODLE SOUP

3.50 per guest

Chicken noodle soup with fresh vegetables and noodles

## TOMATO BISQUE

3.25 per guest

With toasted croutons

## HEARTY VEGETABLE SOUP

3.25 per guest

Sweet corn, celery, carrots, leeks, and mushrooms in a vegetable herb broth

**Ask about additional seasonal soup options!**

# HOT BUFFETS



Includes choice of one salad, one starch, one vegetable, and one dessert, unless otherwise noted. Premium options are available upon request for an additional charge.

## POULTRY

CHESAPEAKE CHICKEN 18.25 per guest

Sautéed chicken breast topped with lump crab imperial and a Chesapeake cream sauce

CRISPY PESTO CHICKEN 16.25 per guest

Sliced chicken breast in a garlic pesto crust

CHICKEN BREAST PARMIGIANA 16.25 per guest

Parmesan-crust chicken topped with roasted garlic tomato sauce with Parmesan and mozzarella cheeses over baby penne pasta. Does not include choice of starch

CHICKEN SCALLOPINI 15.95 per guest

Breaded chicken cutlets pan-roasted with a lemon garlic mushroom sauce

## BEEF

RIBEYE 18.25 per guest

Flame grilled ribeye steak with caramelized balsamic red onions on the side

FLANK STEAK 17.95 per guest

Grilled flank steak with herb chimichurri sauce

THE PLAINS 17.95 per guest

Mesquite-grilled flank steak sliced and encrusted with black peppercorns, served with horseradish cream

TRADITIONAL LASAGNA 14.25 per guest

Layered with ricotta, Parmesan, and mozzarella cheeses with ground beef in tomato sauce. Does not include choice of starch.

## VEGAN

VEGAN BOLOGNESE 12.50 per guest

Grilled vegetable and vegan sausage Bolognese sauce over rigatoni  
Does not include choice of starch

## SEAFOOD

MARYLAND CRAB CAKES

19.95 per guest or 24.95 per guest for two cakes

Maryland lump crab cake over roasted sweet corn with a tarragon tartar sauce

SALMON PICCATA 18.95 per guest

Filet of salmon in a lemon-basil caper sauce

BOURBON GLAZED SALMON 18.95 per guest

Salmon glazed with a bourbon sauce

CRISPY FISH 17.25 per guest

Hand breaded fried fish

## VEGETARIAN

PORCINI RAVIOLI 14.95 per guest

Ravioli stuffed with porcini mushrooms and tossed with sweet peas and parsley in an Alfredo sauce. Does not include choice of starch

PORTOBELLO NAPOLEON 14.95 per guest

Grilled portobello mushrooms layered with spinach, roasted peppers, and fresh mozzarella, topped with balsamic reduction

VEGETABLE LASAGNA 13.95 per guest

In white sauce

Does not include choice of starch

PASTA ALFREDO 13.75 per guest

Add chicken 15.75 per guest

Add Shrimp 16.75 per guest

MAC & CHEESE 13.75 per guest

Pasta twists with creamy Gruyere cheese

Add ham and bacon 14.95

Add crab 18.95

# HOT BUFFETS CONT.



## CHOOSE FROM:

### SALADS

- Garden salad
- Caesar salad
- Vinegar slaw
- Southwest corn salad
- Potato salad

### STARCHES

- Roasted rosemary red bliss potatoes
- White rice
- Roasted garlic mashed potatoes
- Macaroni & cheese
- Penne marinara\*

### VEGETABLES

- Snipped green beans
- Steamed broccoli
- Tuscany grilled vegetables
- Roasted root vegetables
- Honey-glazed carrots

## ADD A SECOND PROTEIN:

- Vegetarian 3.00 per guest
- Chicken 4.00 per guest
- Beef or salmon 5.00 per guest

### DESSERTS

- Assorted cookies and brownies
- Assorted dessert bars
- Assorted cupcakes
- Strawberry shortcake
- Mini cheesecakes
- Black bottoms

These dessert items are available upon request with two week notice for an **additional .49 per guest**

- Gluten free cookies
- Gluten free brownies
- Vegan cupcakes

\*Substitute gluten-free pasta for no charge

# THEMED BUFFETS



8 guests minimum. Served with choice of dessert.

## FAJITAS

17.95 per guest

Grilled chicken or beef fajitas with roasted bell peppers, caramelized onions, guacamole, tomato salsa, sour cream, and shredded cheddar cheese. Includes a basket of soft flour tortillas, black beans, rice, and southwestern corn salad

## TACO BAR

15.95 per guest

Ground beef and ground turkey with the fixings, including shredded lettuce, chopped tomatoes, shredded cheese, crispy taco shells, and soft flour tortillas. Includes homemade salsa, guacamole, tortilla chips, and choice of side

## PICNIC IN THE SOUTH

15.95 per guest

Crispy pieces of southern-fried chicken accompanied by a choice of two sides and corn bread with sweet butter

## BACKYARD PICNIC

14.95 per guest

Local Roseda beef burgers and black bean veggie burgers accompanied by ketchup, mustard, relish, platters of lettuce, tomatoes, and red onions. Served with hamburger rolls and choice of two sides

- Add hot dogs for an additional 1.50 per guest

## PIZZA PARTY

8 slices per pizza

- Cheese 14.99 per pizza
- Pepperoni 15.99 per pizza
- Vegetable 15.99 per pizza
- Buffalo Chicken 16.99 per pizza

## BIG BOLD BBQ

CHOICE OF TWO SIDES

YOUR CHOICE OF MEAT:

- Barbequed beef brisket 16.95 per guest
- Grilled BBQ chicken 15.25 per guest
- Slow-roasted pork shoulder 15.50 per guest
- Impossible vegan Barbacoa Vegan 15.95 per guest

CHOICE OF BBQ SAUCE:

- Traditional BBQ
- Carolina gold BBQ

CHOICE OF SIDES:

- Caesar salad
- Garden salad
- Potato chips
- Vinegar slaw
- Greek pasta salad
- Potato salad
- Southwestern roasted corn salad
- Tuscany grilled vegetable platter

# RECEPTION PLATTERS



Minimum of 20 guests unless otherwise noted.

## MARYLAND CRAB DIP

6.25 per guest

Warm Maryland crab dip with herbed French bread toasts

## HOT SPINACH AND ARTICHOKE DIP

5.25 per guest

Homemade spinach and artichoke dip, accompanied by carrots, celery, and an assortment of flatbreads

## BUFFALO CHICKEN DIP

5.95 per guest

Creamy buffalo chicken dip served with celery and an assortment of flatbreads

## CHIPS AND DIP

3.25 per guest

Tortilla chips with tomato salsa and guacamole

## DUO OF HUMMUS

3.49 per guest

Duo of roasted garlic herb hummus and roasted red pepper hummus, served with basket of toasted pita chips

## EMPANADAS (3)

3.75 per guest

Flaky pastry crescents filled with beef, vegetables, or chicken, served with tomato salsa

## CHICKEN TENDERS (2)

4.99 per guest

Served with your choice of honey mustard, bleu cheese, ranch, or BBQ dipping sauces

## CHARCUTERIE BOARD

9.95 per guest

Chef's selection of three Italian meats and three cheeses, olive medley, and marinated vegetables, garnished with dried fruit and served with baguettes

## SEASONAL SLICED FRUIT

3.75 per guest

## HOMEMADE POTATO CHIPS

3.49 per guest

With garden herb dip

## CHEESE DISPLAY

5.60 per guest

Imported and domestic cheeses garnished with fruit and berries, served with crackers

## SEASONAL BASKET OF CRUDITÉ

3.95 per guest

Seasonal basket of crudité with garden herb dip

## MINIATURE SANDWICHES

3.25 each

- Smoked ham and Gouda with caramelized onions on brioche
- Roast beef on brioche with horseradish cream
- Fresh mozzarella, plum tomato, and fresh basil with balsamic vinaigrette on brioche
- Chicken salad on brioche

## SUSHI PLATTER

Please check with Evergreen Catering for availability and pricing

We're happy to work with you to tailor a menu to fit your special event or budget. Please allow two weeks prior to your event for custom options.

# MEETING BREAKS



## INDIVIDUAL BAGGED CHIPS

2.25 each

## GRANOLA BAR

2.29 each

## CHOBANI™ YOGURT

2.25 each

## BOXED POPCORN

1.99 per guest

Requires attendant with an additional charge

## BUILD YOUR OWN TRAIL MIX BAR

4.49 per guest

*May include nuts*

Assortment of four different options

## PRETZEL BITES

3.25 per guest

With mustard dipping sauce

## GRAPES, CHEESE, AND CRACKERS PLATTER

4.99 per guest

## THEATER PACKAGE

6.99 per guest

Popcorn, assorted candy, and canned sodas.

Requires attendant.

## ICE CREAM NOVELTIES

3.49 each

CHOICE OF FOUR:

- Sundae cups
- Chocolate bars
- Cookie ice cream sandwiches
- Strawberry shortcake bars
- Oreo® Bars
- Ice cream cones with nuts
- Non-dairy water ice cups

## ICE CREAM STATION

5.29 per guest

Vanilla or chocolate ice cream with whipped cream, cherries, caramel sauce, chocolate sauce, and sprinkles.

Requires attendant with an additional charge.

Taharka Bros. ice cream available for an additional cost and three weeks notice.

# HORS D'OEUVRES



## BEEF, PORK, AND LAMB

### LOLLIPOP LAMB CHOPS

7.50 each

Lollipop lamb chops with basil

### MINI BEEF WELLINGTON

2.95 each

Beef tenderloin with wild mushroom duxelle wrapped in puff pastry

### ITALIAN MEATBALLS

1.95 each

Bite-size, oven-roasted meatballs in choice of marinara, or golden BBQ

### FRANKS IN A BLANKET

1.75 each

Served with honey mustard dipping sauce

### CHEESESTEAK EGG ROLL

2.49 each

## POULTRY

### BONE-IN WINGS

2.49 per wing

Plump chicken wings prepared in choice of sauce: teriyaki, buffalo, BBQ, or Old Bay rub. Accompanied by celery and ranch or bleu cheese dressing

### THAI CHICKEN WONTONS

2.25 each

### SESAME CHICKEN SKEWERS

2.49 each

### BUFFALO EGG ROLLS

Served with bleu cheese dip

2.15 each

## VEGETARIAN

### FALAFEL FRITTERS

1.60 each

Chickpea fritter served with tzatziki sauce

### CRISPY SPRING ROLLS

1.99 each

Crunchy spring rolls served with sweet and sour dipping sauce

### SPANIKOPITA

1.70 each

A blend of spinach and feta cheese baked in phyllo dough

### CRUDITÉ SHOOTER

2.25 each

Vegetable crudité in an individual cup with roasted red pepper hummus

### WILD MUSHROOM TART

1.85 each

Caramelized onion, wild mushrooms, and Boursin® Cheese in a tart shell

## SEAFOOD

### MINI CRAB CAKES

4.75 each

Served with cornichon remoulade

### STEAMED SHRIMP COCKTAIL

3.75 each

Served with cocktail sauce and Creole mustard

### MEDITERRANEAN GRILLED SHRIMP

3.75 each

Served with spicy salsa remoulade

### CRAB DIP TARTLET

4.25 each

Maryland crab dip in individual pastry tarts



# FROM THE BAKERY



## GOURMET CUPCAKES

35.00 per dozen

### DOUBLE CHOCOLATE

Chocolate cake topped with chocolate frosting

### DOUBLE VANILLA

Vanilla cake topped with vanilla frosting

### STRAWBERRY CAKE

Whipped cream and strawberries on top

### LEMON CAKE

Filled with lemon cream and topped with a tossed meringue frosting

### RED VELVET

Topped with cream cheese frosting

## CUSTOM-MADE SHEET CAKES

### QUARTER SHEET CAKE

45.00 each, serves 25

### HALF SHEET CAKE

80.00 each, serves 50

### FULL SHEET CAKE

150.00 each, serves 100

### CHOICE OF CAKE FLAVOR:

Yellow, chocolate, marble, red velvet, or lemon

### CHOICE OF ICING:

Vanilla or chocolate buttercream

Add a printed logo for an additional 15.00 and two week notice

## SIGNATURE CAKES

28.00 each

10-inch round, serves 12-15 guests

### NEW YORK-STYLE CHEESECAKE

- Original
- S'more
- Cinnamon apple
- Key lime
- Raspberry and white chocolate
- Seasonal

### RED VELVET CAKE

Classic red velvet layer cake with cream cheese frosting

### CARROT CAKE

House made carrot cake with cream cheese frosting

### COCONUT DELIGHT

Layers of coconut cake filled with pastry cream and coconut, frosted with coconut butter cream, and sprinkled with toasted coconut

### TRIPLE CHOCOLATE

Four layers of chocolate cake with rich chocolate cream filling, frosted in chocolate butter cream

### LEMON LAYER CAKE

Lemon cake layered with fresh lemon mousse and whole raspberries with a light lemon frosting and caramelized Italian meringue

### STRAWBERRY SHORTCAKE

8 guests minimum

Layers of yellow cake, whipped cream, and fresh-cut strawberries

# FROM THE BAKERY CONT.



## PASTRIES

### SOUTHERN SWEETS

2.75 per guest

Pecan bars and lemon bars

### FRUIT TARTS

30.00 each, serves 8-10 guests

3.95 each, 4-inch size

- French apple
- Mixed fruit
- Cranberry caramel pecan tart
- Blueberry lime tart

### CHOCOLATE STRAWBERRIES

2.50 each / plain single-dipped

2 dozen minimum

### MINI DESSERT PLATTER (2)

3.85 per guest

### YOUR CHOICE OF THREE:

- Cream puffs
- Cheesecakes
- Lemon meringue tart
- Key lime tart
- Fruit tarts
- Chocolate cream tarts
- Napoleons
- Black bottoms
- Cannoli

## COOKIES

### ASSORTED JUMBO COOKIES

2.75 each

### COOKIE AND BROWNIE ASSORTMENT

3.75 per guest

A variety, including chocolate chip, oatmeal raisin, chocolate brownie, and seasonal bar

### FRENCH MACARONS

2.49 each

*Contains almond flour*

A variety, including chocolate, lemon, coffee, and raspberry

### COCONUT MACARONS

2.49 each

### ASSORTED DESSERT BARS

2.99 per guest

### GLUTEN FREE

Pricing available on request with two week notice

- Cookies
- Brownies
- Chocolate torte

### VEGAN CUPCAKES

Pricing available on request with two week notice

\*If ordering for more than 50 guests, additional selections can be added.

# BEVERAGES



## JUICE

2.25 each

Orange, apple, cranberry, or grapefruit

## 17 oz. BOTTLED WATER

2.05 each

## 12 oz. CANNED PEPSI® PRODUCTS

1.85 per can

## COFFEE

3.45 per guest

Regular or decaffeinated. Includes individual creamers, sugar, artificial sweeteners, and airpot rental

## HOT TEA

3.25 per guest

Includes herbal teas, individual creamers, sugar, artificial sweeteners, and airpot rental

## COFFEE AND TEA PACKAGE

4.35 per guest

Regular coffee, decaffeinated coffee, and herbal teas. Accompanied by individual creamers, sweeteners, and airpot rental

## ICED TEA, LEMONADE, AND WATER

1.50 per guest

## HOT CHOCOLATE BAR

3.49 per guest

Served with marshmallows, chocolate chips, chocolate syrup, and whipped cream

## COFFEE REFRESH

2.49 per guest

Available if you have already purchased a coffee setup for earlier in the day

We're happy to work with you to tailor a menu to fit your special event or budget. Please allow two weeks prior to your event for custom options.

# BAR PACKAGES



All alcohol is sold as an approximate cost and then billed based upon actual consumption. All packages require a separate bartender fee depending on the size of your event.

## HOUSE BEER AND WINE PACKAGE

*Estimate of 6.00 per guest*

Three types of house beer billed at 3.25 per beer and two types of house white wine and two types of house red wine billed at 28.00 per bottle

## STANDARD FULL BAR SERVICE

*Estimate of 9.00 per guest*

House beer and wine package plus the addition of vodka, whiskey, bourbon, rum, and gin, accompanied by sodas, juices, mixers, and bar fruit

## SPARKLING TOAST

*Estimate of 4.00 per guest*

Sparkling wine billed at 35.00 per bottle and includes plastic flutes.

# CATERING GUIDELINES



## ROOM RESERVATIONS

Room reservations must be arranged through Event Services prior to placing your catering order.

## ARRANGING CATERING

When arranging for catered services, we ask that you plan as far in advance as possible. **Orders must be placed ten (10) business days prior to your event.** Even if you do not know the final number of guests, this gives us enough time to create the best event for you. For special menu requests we will need more advance notice. We will make every attempt to satisfy your needs for any events booked less than one (1) week in advanced, but menu selections or any special requests cannot be guaranteed. **A 25.00 late fee is charged for any function booked within three (3) business days prior to the event.** To place an order, call our catering office at 410.617.5858, visit our ordering website: [www.loyolamd.catertrax.com](http://www.loyolamd.catertrax.com), or email [catering@loyola.edu](mailto:catering@loyola.edu). When placing an order 48 hours or less from the event start time, please call 410.617.5858 to inform us. The catering office is open to accept orders Monday through Friday from 9 a.m. to 5 p.m., excluding holidays and school closings.

## PLACING A CATERING ORDER ON CATERTRAX

CaterTrax is the University's convenient online system for placing all catering orders, large or small. First, simply create an account, then place any order up to 18 months in advance. You can track, manage, and repeat orders. Feel free to contact our Catering Office with any questions about CaterTrax.

[www.loyolamd.catertrax.com](http://www.loyolamd.catertrax.com)

## HELPFUL INFORMATION WHEN MAKING YOUR ARRANGEMENTS

- Theme or purpose of your event
- Special diet considerations, food allergies
- Special layout needs (reserved seating, head tables, linen, or skirting)
- Weather: is a rain site required?
- China or disposable service
- Style of service — served, buffet, carryout, or delivery
- Program details — awards, ceremonies, speakers, etc.
- Floral arrangements and centerpieces
- Will alcohol be served?
- Budget parameters
- Form of payment — budget number, direct billing, cash, or credit card

410-617-5858   [catering@loyola.edu](mailto:catering@loyola.edu)   [www.loyola.edu/catering](http://www.loyola.edu/catering)

# CATERING GUIDELINES CONT.



## TYPES OF SERVICE

### SERVED

All courses are served at your table. Depending on the time constraints of your event, the salad and/or dessert courses can be preset. Pricing is based on a single-menu entrée selection.

### BUFFET

This style of service offers a variety of menu choices. Quantities of food prepared will adequately serve the number of guaranteed guests. This, however, does not imply all-you-can-eat. A buffet is suggested when the following may occur: guests arriving at different times, physical layout of the room prohibits serving, mixed crowd requiring a varied menu, or a more informal style of event.

### DELIVERY SETUP/PICKUP

Deliveries made on campus with a setup required. We will complete setup approximately 30 minutes before your event is to begin unless instructed otherwise. **A delivery fee of 25.00 will be added to any order that requires delivery to Evergreen Campus.** Delivery times are available from 7 a.m. to 7 p.m. Any delivery before or after these times may incur an additional charge dependent on time, guest count, and location. Pricing includes the pickup of all equipment. All equipment is the sole property of Evergreen Catering and must be secured by the customer until picked up by our staff. Any equipment not returned or returned damaged will be charged full replacement cost.

### DELIVERY DROP-OFF

Deliveries made on campus with no setup required, as well as no return pickup/cleanup. **A delivery fee of 25.00 will be added to any order that requires delivery. A delivery fee of 40.00 will be added to any order that requires delivery off campus or to Timonium or Columbia.** Drop-off cannot occur if the menu requires reusable equipment. Delivery times are available between 9 a.m. and 5 p.m. Any delivery before or after these times may incur an additional charge dependent on time, guest count, and location. The customer is responsible for clean up and removal of all trash.

### PICKUP SERVICE

Carryout service can be arranged for items you may wish to pick up from Evergreen Catering at Boulder Garden Cafe or Iggy's Market (Newman Towers). All items will be served on disposable service ware.

### LINEN

Available for a separate charge.

## DISPOSABLES

We are happy to offer you a selection of premium disposable products, including serving pieces, flatware, plates, napkins, and cups. **If you would like biodegradable and environmentally friendly products, we can provide them for an additional charge of 1.00 per guest.**

## CONFIRMATIONS

After the arrangements have been made, either a copy of the Banquet Event Order (BEO) or CaterTrax confirmation will be emailed. Once received, BEO/CaterTrax is the contract. Please review it carefully and confirm.

## FINAL GUEST COUNT AND CHANGES

The expected guest count should be as accurate as possible and given at least four (4) business days prior to the event, along with any menu changes.

Reach out to Evergreen Catering for information about linen choices, floral options, and service charges.