

Congratulations

The Charles J. Dougherty Ballroom at Duquesne University is the perfect backdrop for your special day.

5-Hour Reception Package Features

Accommodations for 150-300 guests,

Maximum capacity varies based on room set up.

Please ask about receptions for less than 150.

Complete event set up

with flexible room arrangement and table options.

Contemporary architecture & décor

highlighted by outdoor terraces with breath taking views of the city.

Event Coordinator & Catering Specialist

for pre-event planning and on-site assistance for the entire event.

An artfully catered meal

prepared by the Parkhurst Catering Team who will work with you to create a menu tailored to your taste and style. *See catering guide for more details about our options.*

Guest parking

in the Forbes Garage for your guests.

Duquesne University
Chapel of the Holy Spirit

Debbie Kostosky
412.396.6021
kostosky@duq.edu

Take the First Step &
Contact Us Today

Megan Peterson & Sarah Murtha
412.396.3561
conferences@duq.edu
www.duq.edu/power-ballroom

Sample Budget Breakdown

\$ 1,550.00 deposit due with signed contract made payable to Duquesne University:

\$ 750.00 non-refundable deposit - reserves your date & covers guest parking

\$ 300.00 Public Safety charge

\$ 500.00 refundable damage deposit - refunded after event pending damages

Liability Insurance Coverage of \$1 million - required 30 days prior to your reception

Per person plate charge - reference catering guide for details

\$ 8.00 per person linen charge

Bar Services - Parkhurst bar packages are available; \$525.00 bar fee if opting to bring your own alcohol

18% service charge & **7%** sales tax on Parkhurst Catering Services

Additional Amenities - billed through Parkhurst Catering

We understand the need to book in advance and thank you for understanding that pricing is subject to a **yearly increase. Pricing is guaranteed after menu selection with catering no earlier than six months prior to your date.*

Charles J. Dougherty Ballroom at the Power Center

Megan Peterson & Sarah Murtha | 412-396-3561 |
conferences@duq.edu | www.duq.edu/power-ballroom

2022 DUQUESNE UNIVERSITY

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Wedding

CATERING GUIDE



congratulations!

Very few of life's celebrations are more memorable than a wedding. On your special day, family and friends will gather and connect around dining tables to toast your life, love, and future. Like so many other pivotal moments in life, food will be at the heart of the celebration.

We understand how exciting and overwhelming this process can be. Know that our team of seasoned professionals will be with you every step of the way to answer any questions, provide expert recommendations, and ultimately, bring your vision to life.

reception styles

PLATED DINNER ⋮ BUFFET ⋮ FOOD STATION

Two Plated Entrée Selections
with Accompaniments

Choice of Salad, Two Entrées,
and Three Accompaniments

Three Uniquely Themed
Food Stations

BASE PACKAGE

ALL ITEMS LISTED BELOW ARE INCLUDED WITH EACH RECEPTION STYLE.
ADDITIONAL SELECTIONS MAY BE ADDED TO ANY PACKAGE.

Traditional Coffee and Hot Tea Service

Variety of Stationary Hors d'Oeuvres Beautifully Displayed During Cocktail Hour

Complimentary Tasting Session for the Bride and Groom

Consultations with Catering Coordinator and Executive Chef

Standard White China, Flatware, and Glassware



plated dinner

RECEPTION



These packages offer a great variety of foods and presentations with pre-set prices to simplify your decision making. However, we are entirely flexible and would be happy to design a custom menu for you and your fiancé.

Throughout all of our menus, we incorporate locally grown and produced cheese, dairy, fruits, vegetables, and meats. We are also conscientious of the safe harvest and sustainability of the seafood that we serve.

plated dinner

RECEPTION



DISPLAYED HORS D'OEUVRES

INCLUDED IN ALL PACKAGES

CHOOSE THREE:

- A selection of Domestic Cheese with Crackers, Dried Fruit, and Mustard
- Seasonal Fresh Fruit with Yogurt Dipping Sauce
- An assortment of Fresh or Grilled Vegetables with House-Made Buttermilk Ranch Dressing or Red Pepper Hummus
- A build-your-own Bruschetta Station with our chef's choice of Three Seasonal Toppings
- A Mediterranean Display consisting of Olives, Hummus, Pita Chips, and our chef's choice of Middle Eastern Salad

Upgrade to include an Antipasti display, complete with our chef's choice of Locally Cured Meats and Cheeses, for 3.00 per guest.

ADDITIONAL PASSED HORS D'OEUVRES

(25 PCS)

- Beef Tenderloin Crostini with Gorgonzola and Sun-Dried Tomato Mousse 47.50
- Bacon-Wrapped Scallop 48.75
- Tuna Tartare Cone with Avocado Cream 47.25
- Fig and Goat Cheese Crostini with Balsamic Reduction 38.50
- Fresh Mozzarella and Tomato Skewers with Balsamic Reduction 36.75
- Shrimp Cocktail Shooters with Tomato Vodka Sauce or Lemon Aioli 52.75
- Crab Cakes with Rémoûlade Sauce 52.75
- Wild Mushroom Risotto Croquette with Basil Aioli 46.00
- Miniature Grilled Cheese with Red Onion Marmalade 41.50
- Chicken and Waffle Cones with Maple Mustard Glaze 46.75
- Mini Avocado Toast with Crabmeat and Cilantro 52.75

- Coconut Chicken with Sweet Chili Dipping Sauce 44.00
- Italian Skewers with Tortellini, Salami, Sun-Dried Tomato, and Basil Leaf drizzled with Italian Vinaigrette 37.50
- Fresh Mozzarella with Balsamic Pearls and Fresh Basil 36.75

SALADS AND SOUPS

CHOOSE ONE:

- Chopped Lettuce, Red Onion, Tomatoes, Cucumbers, Asiago Cheese, Pepperoncini, and Italian Vinaigrette
- Mixed Greens Salad with Toasted Walnuts, Dried Cranberries, Feta Cheese, and Balsamic Vinaigrette
- Romaine Hearts with Kalamata Olives, Herb Croutons, Shaved Parmesan, and Classic Caesar Dressing
- Arugula Salad with Pickled Onions, Toasted Walnuts, Crumbled Goat Cheese, and Red Wine Vinaigrette
- Fresh Baby Spinach Topped with Fresh Strawberries, Toasted Almonds, Goat Cheese, and Red Wine-Honey Vinaigrette
- Italian Wedding Soup
- Purée of Butternut Squash Soup with Spiced Crème Fraîche
- Roasted Tomato Soup with Asiago Focaccia Croutons

Offer your guests both a soup and salad course for an additional 4.00 per guest.

ENTRÉES

All entrées include your selection of starch and seasonal fresh vegetables (listed on page 11), fresh-baked rolls and butter, and coffee/hot tea service. Price per guest. Additional duo plate options are available; please inquire about pricing and options. CHOOSE TWO:

HUSBAND & WIFE DUO PLATE 83.00

Grilled Petite Filet Mignon of Beef and Crab Cake with Cognac Cream Sauce

CAPRESE CHICKEN 69.00

Marinated and Grilled Chicken Breast, topped with Tomato, Fresh Mozzarella, and Basil Pesto

ROASTED STUFFED CHICKEN 70.00

Chicken stuffed with Mushroom Mousseline, served with Port Wine Reduction

PARMESAN-CRUSTED CHICKEN 65.00

Boneless Breast of Chicken with Panko and Parmesan Crust, served with Herb Cream Sauce

SAUTÉED CHICKEN BREAST 69.00

With Mushroom and Marsala Wine Sauce

ROMA CHICKEN 68.00

With Artichoke, Mushroom, and Sun-Dried Tomato Cream Sauce

FILET MIGNON OF BEEF 77.50

Herb and Wine Marinated Grilled Beef Tenderloin Steak with Horseradish Cream or Cabernet Sauce

BRAISED SHORT RIB 70.00

Tender Boneless Beef Rib with Red Wine Reduction

GRILLED PORK TENDERLOIN 66.00

Served with Apricot and Orange Glaze

BARBECUE BEEF BRISKET 70.00

Slow Smoked Beef Brisket with Brown Sugar and Spice Rub and Whiskey Barbecue Sauce

OVEN-ROASTED SALMON 70.00

Fresh Herb Crust and Smoked Pepper Coulis

GLAZED SALMON 70.00

Roasted Salmon with Sweet and Spicy Hoisin Glaze

PAN-SEARED HALIBUT Market Price

With Lemon Butter Sauce (Available April - November)

CRAB CAKE 76.50

Sautéed Crab Cake with Lemon Cream Sauce

SEASONAL VEGETARIAN RISOTTO 66.50

Chef's selection of Seasonal Vegetables with Creamy Arborio Rice

ROASTED VEGETABLE WELLINGTON 66.50

(Vegan Upon Request) Layers of Marinated, Roasted Vegetables, Mushroom Duxelles, and Roasted Tomato Coulis

STUFFED ZUCCHINI 66.50

(Vegan Upon Request) Artichoke, Red Pepper, Squash Medley, and Goat Cheese with Red Pepper Coulis

SEASONAL SQUASH TART 64.00

(Vegetarian) Seasonal Squash in a Pastry Shell filled with Egg Custard and Goat Cheese

SUN-DRIED TOMATO AND ARTICHOKE CAKE 66.50

With Lemon and Herb Cream Sauce

CHILDREN'S MENU*

GRILLED CHICKEN BREAST OR CRISPY CHICKEN FINGERS 29.00

Accompanied by Mac'n Cheese and Fruit Salad, with unlimited Soft Drinks

*Available for children 12 years of age and younger.



buffet RECEPTION



Choice is king in this kind of reception. Our buffets offer guests flexibility and present a wide array of food options.

Less formal than a plated dinner, but just as elegant.

buffet

RECEPTION



70.00 per guest / 28.99 per child (12 years of age and younger).
Ask your Catering Coordinator about adding a chef-attended Carving Station to your buffet.

DISPLAYED HORS D'OEUVRES INCLUDED IN ALL PACKAGES

CHOOSE THREE:

- A selection of Domestic Cheese with Crackers, Dried Fruit, and Mustard
- Seasonal Fresh Fruit with Yogurt Dipping Sauce
- An assortment of Fresh or Grilled Vegetables with House-Made Buttermilk Ranch Dressing or Red Pepper Hummus
- A build-your-own Bruschetta Station with our chef's choice of Three Seasonal Toppings
- A Mediterranean Display consisting of Olives, Hummus, Pita Chips, and our chef's choice of Middle Eastern Salad

Upgrade to include an Antipasti display, complete with our chef's choice of Locally Cured Meats and Cheeses, for 3.00 per guest.

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- Fresh Mozzarella with Balsamic Pearls and Fresh Basil 36.75

SALADS

CHOOSE ONE:

- Classic Caesar Salad with Romaine Hearts, Creamy Caesar Dressing, Parmesan Cheese, and House Herb & Garlic Croutons
- Mixed Greens Salad with Grape Tomatoes, Fresh Mozzarella, Roasted Bell Peppers, and Red Wine Vinaigrette
- Mixed Greens Salad with Crumbled Feta, Toasted Walnuts, Dried Cranberries, and Balsamic Vinaigrette
- Italian Chopped Salad with Mixed Lettuce, Red Onion, Tomatoes, Asiago Cheese, Pepperoncini, Cucumbers, and Italian Vinaigrette

The choice of both a salad and soup will be an additional 4.00 per guest.

VEGETABLES AND STARCHES

CHOOSE TWO IF SERVED OR CHOOSE THREE IF ON BUFFET:

- Roasted Vegetable Medley
- Steamed Broccoli Florets
- Vanilla-Scented Roasted Root Vegetables
- Green Beans with Toasted Almonds and Brown Butter
- Cinnamon Whipped Sweet Potatoes
- Rosemary and Garlic Roasted Redskin Potatoes
- White & Wild Rice Pilaf with Dried Fruit and Green Onions
- Penne Pasta with Tomato Basil Sauce and Asiago Cheese
- Roasted Garlic Whipped Potatoes
- Herb Whipped Potatoes
- Parsnip and Potato Purée
- Green Beans with Red Peppers
- Asparagus with Red Peppers (seasonal)

ENTRÉES

CHOOSE TWO:

- Prime Rib of Beef Au Jus and Horseradish Sauce
- Roasted Smoked Turkey Breast with Cranberry and Shallot Relish
- Sautéed or Grilled Chicken Breast with Mushroom and White Wine Sauce
- Roma Sautéed Chicken Breast with Artichoke & Sun-Dried Tomato Cream Sauce
- Grilled Pork Tenderloin with Apricot & Orange Glaze
- Seasonal Vegetarian Entrée
- Roasted Pork Loin with Wild Rice and Dried Fruit Stuffing with Cherry Demi-Glace
- Blackened Salmon with Creole Butter
- Parmesan-Crusted Chicken with Herb Cream Sauce





food stations

RECEPTION



Food Stations creatively showcase dishes in imaginative ways that awe guests, plus you give them more selections. If you have family members with dietary restrictions or who are just finicky eaters, this package offers them more choices than they might have with a plated dinner.

Each Food Station includes floor length linens and has the option of being interactive with guests when a Chef Attendant is added.

food stations

RECEPTION



70.50 per guest / 28.99 per child (12 years of age and younger).
Additional stations are available for 8.25 per guest.

FOOD STATIONS

CHOOSE THREE:

SALAD MEDLEY STATION

- Caesar Salad topped with Shaved Parmesan and House-Made Croutons
- Spring Garden Salad served with Ranch and Balsamic Dressings
- Mediterranean Grain Salad served with Olive & Feta Vinaigrette
- Fresh Fruit Salad with Sesame Chantilly Cream

CHESAPEAKE BAY STATION

Additional 3.00 per guest

- Miniature Crab Cakes with Red Pepper Coulis and Wilted Spinach
- Shrimp Scampi Linguine with Lemon Butter
- Scallops Ceviche with Crisp Tortilla Chips served in martini glasses

ROMEO & JULIET STATION

- Chicken Saltimbocca sautéed with Sage, Prosciutto, and White Wine
- Gemelli Pasta topped with Tomato Vodka Cream Sauce
- Caesar Salad topped with Shaved Parmesan and House-Made Croutons
- Garlic Parmesan Breadsticks

SLOW-ROASTED CARVERY STATION*

- Choice of Carved Apricot-Glazed Turkey served with Cranberry Mayo, Pineapple-Glazed Ham served with Assorted Mustards, or Striploin served with Creamy Horseradish Sauce
- Mini Rolls
- *Chef Attendant required.*

ITALIAN PASTA STATION

- Sweet and Hot Sausage with Grilled Peppers
- Penne Pasta
- Mushroom Ravioli
- Traditional Marinara and Creamy Alfredo Sauces

STEEL CITY STATION

- Mini Kielbasa simmered in Local Beer and Onions
- BBQ Chipped Ham Sliders
- Mini Pierogies filled with Potato and Cheese, with Sautéed Onions
- Haluski Egg Noodles with Fried Cabbage

N'AWLINS CAJUN STATION

- Shrimp Jambalaya with Andouille Sausage
- Fried Oysters with Creole Dipping Sauce
- Spicy Cajun Cabbage
- Red Beans and Rice

SOUTHERN BELLE STATION

- Smoked Beef Brisket with BBQ Sauce
- Baked Truffle Mac-N-Cheese
- Collard Greens
- Warm Jalapeno Cornbread
- *Chef Attendant required.*



bar packages



PREMIUM

25.00 per guest for five hours

LIQUOR

Vodka **Absolut** • Gin **Bombay**
Rum **Bacardi & Captain Morgan**
Bourbon **Jack Daniel's** • Whiskey **Jameson**
Scotch **Johnnie Walker Black**
Other **Sweet & Dry Vermouth, Kahlua, Baileys**

WINE

Pinot Grigio • Riesling • Dry Rosé • Pinot Noir
Cabernet Sauvignon

BEER

Miller Lite • Sam Adams Lager • Stella Artois
Additional charge for craft, seasonal,
and other brands.

BEER AND WINE PREMIUM PACKAGE

20.00 per guest for five hours

STANDARD

20.00 per guest for five hours

LIQUOR

Vodka **Pinnacle** • Gin **Beefeater**
Rum **Calico & Cruzan Spiced Rum**
Bourbon **Jim Beam**
Whiskey **Seagrams 7** • Scotch **Dewar's**
Other **Sweet & Dry Vermouth**

WINE

Pinot Grigio • Chardonnay • White Zinfandel
Pinot Noir • Cabernet Sauvignon

BEER

Corona • Miller Lite • Yuengling Additional charge
for craft, seasonal,
and other brands.

BEER & WINE STANDARD PACKAGE

17.00 per guest for 5 hours

CONSUMPTION

PREMIUM ON CONSUMPTION PRICING

Liquor 7.00 per drink
Wine 9.00 per glass
Beer 5.50 per beer

STANDARD ON CONSUMPTION PRICING

Liquor 5.00 per drink
Wine 6.00 per glass
Beer 4.00 per beer

All packages include sodas, mixers, juices, fruit garnishes, and ice. Packages can be customized to fit your preferences. Please speak to your Catering Coordinator for other options.

Consumption Bar Minimums: 2000.00 minimum

Bartenders are 32.00 per hour, three-hour minimum. (Including setup and breakdown.) One bartender required per 75 guests. Prices are subject to an 18% service charge and a 7% Allegheny County Liquor Tax.

ADDITIONAL SERVICES:

FULL ROOM CHAMPAGNE TOAST 15.00 per table

WINE SERVICE WITH DINNER 15.00 per table

UNDER 21 PACKAGES 4.00 per guest

SPECIALTY COCKTAIL priced per selection

BRIDAL DANCE SHOT TRAYS

20 shots per tray
Standard 60.00 per tray
Premium 80.00 per tray

BARTENDERS

There will be a 525.00 bar package fee applied to your event order for couples who are supplying their own alcohol. This includes two (2) bartenders as well as one (1) or two (2) barbacks for your five-hour reception, ice, fruit garnishes, sodas, juices, Bloody Mary mix, sours, beverage napkins, straws/stir sticks, plastic and glassware, and bar linens. Parkhurst must serve all alcohol. Please keep in mind the number of barbacks depends on your guest count. After dinner has been served, all drinks will be served in disposable barware.

For receptions that require more than the included bars or bartenders, there will be an additional \$100.00 fee added to your bar package.

catering policies



ARRANGEMENTS

Communication about food and beverage details usually begins approximately six (6) months prior to the wedding. Final menu, beverages, and all other catering details pertaining to the reception must be submitted no later than ten (10) days prior to the wedding date.

GUEST COUNT

The client must give a final attendance count for all wedding receptions at least ten (10) days in advance of the function. Billing will be based on either your minimum guarantee (even if fewer guests actually attend) or the actual guest count, whichever is greater.

EQUIPMENT

Parkhurst has equipment available from our existing inventory for your use. Additional catering equipment, above our existing inventory, may require special rentals. All equipment rentals will be billed directly to and paid for by the client. Orders will be placed by Parkhurst with the consent of the client.

LINEN

Lendable Linens is proud to be the exclusive linen vendor at Duquesne University. The Reception Package is \$8 per guest and includes solid cotton/poly floor-length cloths for all round tables (guest tables of 10, bridal party (up to 12 guests), sweetheart table, cake, cookie display, place cards, DJ, gifts) and solid cloth guest napkins, available in many different colors. Specialty linens like table runners, overlays, food stations, buffets, etc., are available for an additional fee. To simplify the planning and decision-making process, your Catering Coordinator will manage all rental orders.

BALLROOM RENTAL FEE

Menu prices include a 14.00 per guest room rental fee.

PRICES

All quoted prices are subject to change. Prices will be guaranteed only when the advance deposit is received.

FOOD & BEVERAGE DEPOSIT

A non-refundable deposit of 2,000.00 is due to Parkhurst within six (6) months of the reception date or at the tasting session (whichever comes first). This will be applied to your total balance. Your final payment is due in full ten (10) days prior to your reception along with your final count. We accept all major credit cards (except Discover Card), as well as personal checks, as forms of payment. Checks are to be made payable to Parkhurst Dining.

Parkhurst is happy to create a personalized payment plan that fits your needs. Speak to your Catering Coordinator for more details.

All weddings MUST be paid 100% in full prior to the event date.

SERVICE CHARGE

There will be an 18% service charge added to the final cost of your bill. This charge covers the costs of the hours needed to prep and plan each function. It offsets labor and administration costs, use of our equipment, kitchen essentials and preparation time, liability and workers' compensation insurance fees, advertising, maintenance, utilities, various sundries, and other operating expenses. The service charge is not a gratuity, nor is it part of mandatory state taxes.

FOOD AND BEVERAGE POLICY

Food or beverages of any kind may not be brought into or taken off the premises. This policy is for your food safety protection.

Items not subject are cookie displays, wedding cake, alcohol, and edible favors.

DUQUESNE UNIVERSITY ALCOHOL POLICY

The host/client is responsible for ensuring that all persons attending the reception comply with all applicable rules relating to the consumption of alcohol. If you are bringing your own alcohol, you must provide all alcohol the day before the wedding. Parkhurst must serve all alcohol. Bartenders will be provided for you. Alcohol favors are not permitted and all alcohol must be commercially produced (beer, wine, and spirits). *Kegs are not permitted.

STAFFING

Service personnel, including event supervision, is included with the price of your menu. All servers and bartenders are professionally attired in black dress pants and black dress shirts. Kitchen personnel are outfitted in appropriate kitchen attire with apron.

At least one (1) supervisor is present at every reception. A chef with appropriate support staff delivers the menu. Your menu price also includes a two-and-a-half-hour (2½ hour) setup time and whatever time is necessary for a thorough cleanup.

STATIONS

All food stations will be displayed and maintained for a maximum of two (2) hours. Any station requiring a Chef Attendant will be charged 75.00 per attendant.

SPECIAL DIETARY REQUESTS

If you or any of your guests have dietary, allergy, or cultural restrictions, our Parkhurst culinary team would be happy to customize an entrée to fit your/their needs. Please notify us of any restrictions when supplying your final guest count.

SALES TAX

All charges are subject to 7% Pennsylvania Sales Tax.

WEDDING CAKE

Because many couples like to make their own arrangements, a cake price is not included as part of the package. We will be happy to cut and serve your cake at no charge. Additional sheet cakes are highly recommended. We are not responsible for the transporting, moving, or display of your wedding cake. Please have your vendor deliver, assemble, and display your cake to your specifications. Vendors may arrive no sooner than three (3) hours prior to the start of the wedding.

COOKIES

Our staff will elegantly display all your cookies for your guests to enjoy. Please make sure that your cookies are clearly labeled upon delivery and you provide all signs for your cookie table. If you have special cookies (sugar-free, gluten-free, nut-free), please provide appropriate signs to indicate these items. Our staff will break down your cookie table thirty (30) minutes prior to the end of your reception to ensure that your leftover cookies are neatly boxed and ready for you to take with you.

TASTINGS

A group menu tasting for the bride and groom is included with each reception package. Tastings are by appointment only and are typically scheduled January through May. The couple may invite up to four (4) additional people in their party for a nominal service charge of 25.00 per guest. Any additional tastings are a service charge of 25.00 per person. Consult your Catering Coordinator for additional guidelines.

VENDOR MEALS

Please remember to include your wedding vendors (photographer, videographer, band, DJ, planners, etc.) in your final guest count. There are various options and special pricing for vendor meals. Ask your Catering Coordinator for more details.

ADDITIONAL SERVICES

Any services required beyond standard food, beverage, and linen responsibilities may be subject to additional fees.



DUQUESNE UNIVERSITY DINING SERVICES

catering@duq.edu

Phone: 412.396.6623 | Fax: 412.396.5590