

# 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.

**Dedicated Event Coordinator & Catering Manager**

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  
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Take the First Step &  
**Contact Us Today**

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[Dougherty Ballroom Website](#)

# Sample Budget Breakdown

**\$ 1,575.00** deposit due with signed contract made payable to Duquesne University:

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

**\$ 325.00** 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** - reference page 17 of catering guide for details

**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



# Wedding Catering Menu





# *Congratulations!*

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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

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*Plated Dinner*

*Buffet*

*Food Station*

Two Plated Entrée Selections with Accompaniments	Two Entrées, and Three Accompaniments	Three Uniquely Themed Food Stations
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ALL ITEMS LISTED BELOW ARE INCLUDED WITH EACH RECEPTION STYLE.  
ADDITIONAL SELECTIONS MAY BE ADDED TO ANY PACKAGE.

Traditional Coffee and Hot Tea Service
A 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



## *Stationary Hors D'oeuvres*

INCLUDED IN ALL PACKAGES

CHOOSE THREE:

- A selection of Domestic Cheese with Crackers, Dried Fruit, and Mustard
- 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
- Seasonal Fresh Fruit with Yogurt Dipping Sauce

Upgrade to include an Antipasti display, complete with our Chef's choice of Locally-cured Meats and Cheeses, for 3.45 per guest.





## *Passed Hors D'oeuvres*

HORS DOEUVRES ARE SERVED IN MINIMUM ORDERS OF (25) PIECES.  
ORDERS CAN BE INCREASED FOR AN ADDITIONAL COST.

- Beef Tenderloin Crostini with Gorgonzola and Sun-Dried Tomato Mousse 53.95
- Bacon-Wrapped Scallop 55.25
- Tuna Tartare Cone with Avocado Cream 53.75
- Fig and Goat Cheese Crostini with Balsamic Reduction 43.75\*
- Fresh Mozzarella and Tomato Skewers with balsamic Reduction 41.75\*
- Shrimp Cocktail Shooters with Tomato Vodka sauce or Lemon Aioli 59.95
- Crab Cakes with Rémoulade Sauce 59.95
- Wild Mushroom Risotto Croquette with Basil Aioli 52.50\*
- Miniature Grilled Cheese with Red Onion Marmalade 47.25\*
- Chicken and Waffle Cones with Maple Mustard Glaze 52.95
- Coconut Chicken with Sweet Chili Dipping sauce 49.95
- Italian Skewers with Tortellini Salami, Sun-Dried Tomato, and Basil Leaf drizzled with Italian Vinaigrette 42.65
- Fresh Mozzarella with Balsamic Pearls and Fresh Basil 41.75\*
- Mini Avocado Toast with Crabmeat and Cilantro 59.95

Menu items marked with an asterisk (\*) are Vegetarian.



# *Plated Dinner*

## *Reception*

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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*

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### *Salads*

PACKAGE INCLUDES ONE SELECTION OF SOUP OR SALAD:

- 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 Almonds, Goat Cheese, and a Red Wine Honey Vinaigrette
- Fresh Baby Spinach, Toasted Walnuts, Crumbed Goat Cheese, and a Red Wine Vinaigrette.

### *Soups*

- Roasted Tomato Soup with Asiago Focaccia Croutons
- Italian Wedding Soup
- Purée of Butternut Squash Soup with Spiced Crème Fraîche

Offer your guests both a soup and salad course for an additional 4.55 per guest.



## *Entrees*

All entrées include your selection of starch and seasonal fresh vegetables (listed on page 14), 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. Please consult your Catering Coordinator about selecting meals based on dietary restrictions.

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### **CHOOSE TWO:**

#### **HUSBAND AND WIFE DUO PLATE 94.25**

GRILLED PETITE FILET MIGNON OF BEEF AND  
CRAB CAKE WITH COGNAC CREAM SAUCE

#### **CAPRESE CHICKEN 78.50**

MARINATED AND GRILLED CHICKEN BREAST,  
TOPPED WITH TOMATO, FRESH MOZZARELLA, AND BASIL PESTO

#### **ROASTED STUFFED CHICKEN 79.50**

CHICKEN STUFFED WITH MUSHROOM MOUSSELINE,  
SERVED WITH PORT WINE REDUCTION

#### **PARMESAN-CRUSTED CHICKEN 73.75**

BONELESS BREAST OF CHICKEN WITH PANKO AND  
PARMESAN CRUST, SERVED WITH HERB CREAM SAUCE

#### **SAUTÉED CHICKEN BREAST 78.50**

WITH MUSHROOM AND MARSALA WINE SAUCE

#### **FILET MIGNON OF BEEF 88.00**

HERB AND WINE MARINATED GRILLED BEEF TENDERLOIN  
STEAK WITH HORSERADISH CREAM OR CABERNET SAUCE

#### **BRAISED SHORT RIB 79.50**

TENDER BONELESS BEEF RIB WITH RED WINE REDUCTION

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## *Entrees Continued*

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### **OVEN-ROASTED SALMON 84.25**

FRESH HERB CRUST AND SMOKED PEPPER COULIS

### **GLAZED SALMON 84.25**

ROASTED SALMON WITH SWEET AND SPICY HOISIN GLAZE

### **PAN-SEARED HALIBUT MARKET PRICE**

WITH LEMON BUTTER SAUCE (AVAILABLE APRIL-NOVEMBER)

### **CRAB CAKE 87.00**

SAUTÉED CRAB CAKE WITH LEMON CREAM SAUCE

### **SEASONAL VEGETARIAN RISOTTO 75.50**

CHEF'S SELECTION OF SEASONAL VEGETABLES WITH CREAMY ARBORIO RICE

### **ROASTED VEGETABLE WELLINGTON 75.50**

(VEGAN UPON REQUEST) LAYERS OF MARINATED ROASTED VEGETABLES, MUSHROOM DUXELLES, AND ROASTED TOMATO COULIS.

### **STUFFED ZUCCHINI 75.50**

(VEGAN UPON REQUEST) ARTICHOKE, RED PEPPER, SQUASH MEDLEY, AND GOAT CHEESE WITH RED PEPPER COULIS

### **SEASONAL SQUASH TART 73.00**

(VEGETARIAN) SEASONAL SQUASH IN A PASTRY SHELL FILLED WITH EGG CUSTARD AND GOAT CHEESE

### **SUN-DRIED TOMATO AND ARTICHOKE CAKE 75.50**

(VEGETARIAN) WITH LEMON AND HERB CREAM SAUCE

## **CHILDREN'S MENU\***

### **GRILLED CHICKEN BREAST OR CRISPY CHICKEN FINGERS 33.00**

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

80.00 per guest / 33.00 per child (12 years of age and younger).  
Ask your Catering Coordinator about adding a Chef-attended carving station to your buffet.

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## Salads

PACKAGE INCLUDES ONE SELECTION OF SALAD OR SOUP:  
*SOUP AND SALAD CAN BE SERVED IN THE BUFFET PACKAGE*

- 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
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## Soups

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- Italian Wedding Soup
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Offer your guests both a soup and salad  
course for an additional 4.55 per guest.



## *Buffet*

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Ask your Catering Coordinator about adding a Chef-attended Carving Station to your buffet.

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## *Entrees*

PACKAGE INCLUDES CHOICE OF 2 ENTREES & 3 SIDES

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

Parmesan-Crusted Chicken with Herb Cream Sauce

Grilled Pork Tenderloin with Apricot & Orange Glaze

Seasonal Vegetarian Entrée

\*Inquire about your options with your Catering Coordinator

Blackened Salmon with Creole Butter





## *Vegetable and Starches*

Roasted Vegetable Medley

Steamed Broccoli Florets

Vanilla-Scented Roasted Root Vegetables

Green Beans with Toasted Almonds and Brown Butter

White & Wild Rice Pilaf with Dried Fruit and Green Onions

Penne Pasta with Tomato Basil Sauce and Asiago Cheese

Green Beans with Red Peppers

Asparagus with Red Peppers (Seasonal)

Cinnamon Whipped Sweet Potatoes

Rosemary and Garlic Roasted Redskin Potatoes

Roasted Garlic Whipped Potatoes

Herb Whipped Potatoes

Parsnip and Potato Purée



# *Food Stations*

## *Reception*

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Food stations creatively showcase dishes in imaginative ways that awe guests and gives them more selections. This is a great way to give your guests the option of an interactive experience when a Chef attendant is added.

Please ask your Catering Coordinator about selecting options based on dietary restrictions.





## *Food Stations*

81.00 per guest / 33.00 per child (12 years of age and younger).  
Additional stations are available for 9.50 per guest.

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### 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

#### ROMEO AND 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 One)

- Carved Apricot-Glazed Turkey served with Cranberry Mayo,  
Pineapple-Glazed Ham served with Assorted Mustards
- Striploin served with Creamy Horseradish Sauce
  - Mini Rolls
- A \$75 Chef attendant fee will be included with package price





## *Food Stations*

81.00 per guest / 33.00 per child (12 years of age and younger).

Additional stations are available for 9.50 per guest.

A \$75 Chef attendant fee will be included in package price.

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### 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

### SOUTHERN BELLE STATION

- Smoked Beef Brisket with BBQ Sauce
- Baked Truffle Mac-N-Cheese
- Collard Greens
- Warm Jalapeno Cornbread

### CHESAPEAKE BAY STATION

Additional 3.40 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



## *Bar Packages*

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### PREMIUM

28.25 PER GUEST FOR 5 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 selections can be made, charges may apply

### BEER AND WINE PREMIUM PACKAGE

22.75 per guest for five hours

### STANDARD

21.75 PER GUEST FOR FIVE HOURS

#### LIQUOR

- Vodka Big Spring, Gin Big Spring
- Rum & Spiced Rum Big Spring
- Bourbon Big Spring, Whiskey Big Spring
- Scotch Dewar's
- Other Sweet & Dry Vermouth

#### WINE

- Pinot Grigio, Riesling, Dry Rosé, Pinot Noir, Cabernet Sauvignon

#### BEER

- Corona, Miller Lite, Yuengling

Additional selections can be made, charges may apply

### BEER AND WINE STANDARD PACKAGE

19.50 per guest for five hours

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## *Bar Packages*

### ADDITIONAL SERVICES

- FULL ROOM CHAMPAGNE TOAST ..... 17.25 PER TABLE
- WINE SERVICE WITH DINNER ..... 17.25 PER TABLE
- UNDER 21 PACKAGES ..... 5.00 PER GUEST
- SPECIALTY COCKTAILS PRICED PER SELECTION
- BRIDAL DANCE SHOT TRAYS (20 SHOTS)
  - STANDARD ..... 70.25 PER TRAY
  - PREMIUM ..... 91.75 PER TRAY

### Amenities/Policies

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

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.





# *Catering Policies*

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## ARRANGEMENTS

Communication about food, linen and beverage details usually begin 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.

## 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, sweetheart table, cake, cookie display, place cards, DJ, gifts) and solid cloth guest napkins, available in many different colors. Specialty linen and overlays can be selected directly from Lendable Linen for an additional fee. To simplify the planning and decision-making process, your Catering Coordinator will manage all rental orders.

## BALLROOM RENTAL

Menu prices include a 14.00 per guest room rental fee.

## FEE PRICES

All quoted prices are subject to change. Prices will be guaranteed only when the advance deposit is received. Within six (6) months of the reception date or at the tasting session (whichever comes first).



# *Catering Policies*

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## 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. We accept all major credit cards (except Discover Card), as well as personal checks. 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. Alcohol favors are not permitted and all alcohol must be commercially produced (beer, wine, and spirits). Kegs are not permitted.



# *Catering Policies*

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## 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 three (3 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

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.





# *Catering Policies*

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## 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 couple 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 27.00 per guest. Any additional tastings are a service charge of 27.00 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.

## CONTACT US:

CATERING@DUQ.EDU

LLBAKER@PARKHURSTDINING.COM

412-396-5385

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