

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

\$ 1,600.00 deposit due with signed contract made payable to Duquesne University:

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

\$ 350.00 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

\$ 9.20 per person linen charge

Bar Services - reference page 16 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!

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

Two Entrées, and
Three Accompaniments

Three Uniquely Themed
Food Stations

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

*Our Catering Coordinator is happy to assist with and provide guidance
on customization and meal selection based upon dietary preferences.
All reception styles can be customized to meet your needs.*



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, Red Pepper Hummus, or Romesco Sauce
- A build-your-own Bruschetta Station with Tomato Basil, Herb & Mushroom, and our Chef's choice of a Third Seasonal Topping
- A Mediterranean display consisting of Olives, Traditional Hummus or Roasted Red Pepper Hummus, Pita Chips, and Tabbouleh
- Seasonal Fresh Fruit with Yogurt Dipping Sauce or Marshmallow Dip
- Pierogi Board with Cheddar Cheese and assorted toppings

Upgrade to include an Antipasti display, complete with our Chef's choice of Locally-cured Meats and Cheeses, for 4.50 per guest.



Passed Hors D'oeuvres

HORS D'OEUVRES ARE SERVED IN MINIMUM ORDERS OF (25) PIECES.

The estimated guest count will determine the final order count.

It is recommended to estimate 3-4 pieces per guest.

- Beef Tenderloin Crostini with Gorgonzola and Sun-Dried Tomato Mousse 62.40
- Bacon-Wrapped Scallop 64.00
- Brown-Sugar Peppered Bacon 62.10
- Fig and Goat Cheese Crostini with Balsamic Reduction 50.50*
- Fresh Mozzarella and Tomato Skewers with Balsamic Reduction 48.40*
- Dirty Cajun Shrimp Cocktail 69.40
- Crab Cakes with Rémoulade Sauce 69.40
- Wild Mushroom Risotto Croquette with Basil Aioli 60.75*
- Miniature Grilled Cheese with Red Onion Marmalade 54.55*
- Chicken and Waffle Cones with Maple Mustard Glaze 61.30
- Coconut Chicken with Sweet Chili Dipping Sauce 57.78
- General Tso's Cauliflower Bites 49.70*
- Spanakopita 48.35*
- Mini Avocado Toast with Crabmeat and Cilantro 69.40
- Gourmet Cheddar Pierogies with Sweet & Spicy Sauce 55.75*

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



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

Salads

PACKAGE INCLUDES ONE SELECTION OF SOUP OR SALAD:

- **Italian Chopped Salad:** Chopped Lettuce, Red Onion, Tomatoes, Cucumbers, Asiago Cheese, Pepperoncini, and Italian Vinaigrette
- **Arcadian Salad:** Mixed Greens Salad with Toasted Walnuts, Dried Cranberries, Feta Cheese, and Balsamic Vinaigrette
- **Caesar Salad:** Romaine Hearts with Kalamata Olives, Herb Croutons, Shaved Parmesan, and Classic Caesar Dressing
- **Arugula Salad:** Pickled Onions, Toasted Almonds, Goat Cheese, and Red Wine Honey Vinaigrette
- **Chopped Romaine Salad:** Toasted Walnuts, Crumbed Goat Cheese, and Red Wine Vinaigrette
- **Seasonal Salad:** Ask your Catering Coordinator for more details

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 5.50 per guest.



Entrees

All entrees include your selection of a soup or salad, one starch, and one seasonal fresh vegetable. Additionally, entrees include fresh-baked rolls and butter, coffee, and hot tea service. See page 12 for selection of accompaniments. Entree price per person. Served meals include choice of two entrees or the option of a Husband and Wife Duo Plate.

ROASTED STUFFED CHICKEN 91.80

CHICKEN STUFFED WITH ARTICHOKE PARMESAN CHEESE & SPINACH, SERVED WITH BEURRE BLANC

PARMESAN-CRUSTED CHICKEN 85.35

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

SAUTÉED CHICKEN BREAST 90.75

WITH MUSHROOM AND MARSALA WINE SAUCE

CHICKEN PICCATA 90.75

WITH LEMON BUTTER SAUCE AND CAPERS

FILET MIGNON OF BEEF 101.80

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

BRAISED SHORT RIB 91.80

TENDER BONELESS BEEF RIB WITH RED WINE REDUCTION

HERBED & BUTTER BROILED SALMON 97.50

FRESH HERB CRUST AND SMOKED PEPPER COULIS

GLAZED SALMON 97.50

ROASTED SALMON WITH SWEET AND SPICY HOISIN GLAZE



Entrees Continued

PAN-SEARED HALIBUT MARKET PRICE

WITH LEMON BUTTER SAUCE (AVAILABLE APRIL-NOVEMBER)

CRAB CAKE 100.45

SAUTÉED CRAB CAKE WITH LEMON CREAM SAUCE

SEASONAL VEGETARIAN RISOTTO 87.20

CHEF'S SELECTION OF SEASONAL VEGETABLES WITH CREAMY ARBORIO RICE

ROASTED VEGETABLE WELLINGTON 87.20

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

CAULIFLOWER STEAK 87.20

(VEGAN UPON REQUEST) SERVED WITH CHIMICHURRI

SEASONAL SQUASH TART 84.50

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

SUN-DRIED TOMATO AND ARTICHOKE CAKE 87.20

(VEGETARIAN) WITH LEMON AND HERB CREAM SAUCE

HUSBAND AND WIFE DUO PLATE 108.80

CHOICE 1: GRILLED PETITE FILET MIGNON OF BEEF AND
CRAB CAKE WITH COGNAC CREAM SAUCE

CHOICE 2: CHICKEN & SALMON WITH LEMON BLANC SAUCE

CHOICE 3: PETITE FILET & SHRIMP WITH GARLIC HERB SAUCE

CHILDREN'S MENU*

GRILLED CHICKEN BREAST OR CRISPY CHICKEN FINGERS 38.35

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

92.35 per guest / 38.35 per child (12 years of age and younger).

Buffet includes a soup or salad, a choice of two entrees, three sides, and rolls with butter. See page 6 for soup and salad options. Ask your Catering Coordinator about adding a Chef-attended Carving Station to your buffet.

Entrees

*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

Chicken Piccata with Lemon-Butter Sauce & Capers

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

*Chef-attendant carving station available. Additional fee of 86.70 per attendant.



Vegetables

Asparagus with Red Peppers (Seasonal)

Green Beans with Red Peppers

Green Beans with Toasted Almonds and Brown Butter

Roasted Root Vegetables

Roasted Vegetable Medley

Sage & Honey Roasted Carrots

Steamed Broccoli Florets

Starches

Cinnamon Whipped Sweet Potatoes

Herb Whipped Potatoes

Parsnip and Potato Purée

Penne Pasta with Tomato Basil Sauce and Asiago Cheese

**Buffet only*

Rosemary and Garlic Roasted Redskin Potatoes

Roasted Garlic Whipped Potatoes

White & Wild Rice Pilaf



Food Stations

Reception

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

92.35 per guest / 38.35 per child (12 years of age and younger).

Additional stations are available for 11.00 per guest.

Food Stations include a choice of three. A salad can be added to the selections

SALAD OPTION ADD-ONS 5.50 PER GUEST

- 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

CHOOSE THREE:

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)

Fresh baked rolls included with station.

- Carved Apricot-Glazed Turkey served with Cranberry Mayo
- Pineapple-Glazed Ham served with Assorted Mustards
- Striploin served with Creamy Horseradish Sauce
- An 86.70 Chef-attendant fee will be added to final invoice



Food Stations

92.35 per guest / 38.35 per child (12 years of age and younger).
Additional stations are available for 11.00 per guest.

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 4.05 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

All bar packages include five hours of service. Package selections can be customized to fit your preference

PREMIUM 32.70 PER GUEST

LIQUOR

- Vodka Tito's Handmade, 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

26.20 per guest

STANDARD 25.15 PER GUEST

LIQUOR

- Vodka Wagle, Gin Wagle
- Rum Wagle, Spiced Rum Wagle
- Bourbon Wagle, Whiskey Wagle
- 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

22.45 per guest



Bar Packages

ADDITIONAL SERVICES

- Full Room Champagne Toast 19.98 PER TABLE
- Wine Service with Dinner 19.98 PER TABLE
- Under 21 Packages (Ages 12-20)..... 5.70 PER GUEST
- Signature Cocktails PRICE PER SELECTION
- Bridal Dance Shot Trays (20 Shots)
 - Standard 81.30 PER TRAY
 - Premium 106.15 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. Prices are subject to an 18% service charge and a 7% Allegheny County Liquor Tax.

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. All specialty mixers and garnishes will need to be requested ten (10) days prior to the event date. Additional charges may apply. Parkhurst reserves the right to replace all non-requested products with items of equal or greater value.

Bartenders for Premium and for Standard Packages

All bar packages include two bartenders. Additional bartenders may be added at a rate of 41.35 per hour, at a five-hour minimum (including setup and breakdown). One additional bartender is recommended per 75 guests.

Gourmet Coffee & Tea Station 400.00

- Lipton Tea (Regular & Decaf)
- Regular & Decaf Coffee
- 4 Flavors of Tea Bags
 - Harney & Son's est 1983 highest quality teas, sourced from the finest tea regions around the world
- 4 Flavors of Syrup for coffee/tea
 - 1883 - Premium syrups made in France with natural ingredients and water from the French Alps
- Honey & Lemons
- Assorted sugars
- Half & Half, 2% Milk, & Dairy Free creamer
- Baileys and Kahlúa available at the bar



Catering Policies

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 thirty (30) 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

1978 Collection is proud to be the exclusive linen vendor at Duquesne University. The Reception Package is 9.20 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

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. All events and bar packages will limit guests to two (2) drinks per person, per transaction with valid ID.



Catering Policies

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 an attendant will be charged \$86.70 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

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. Cookie trays will be provided if you do not wish to provide your own.

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 31.35 per guest. Any additional tastings are a service charge of 31.35 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. Ask your Catering Coordinator for more details. Vendors can be served from selected options.

ADDITIONAL SERVICES

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

CONTACT US:

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