Congratulations

The Charles J. Dougherty Ballroom at Duquesne University

is a perfect backdrop to your special day.

The Ballroom is available for the exclusive use by alumni or their children, current students or employees of the University. The five hour reception package features:

- **Accommodations for 150-325 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 and décor**, highlighted by outdoor terraces with breath-taking views of the city.
- **Guest parking** is covered by your deposit in the Forbes Garage.
- **A Dedicated 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 plated, buffet, and stations options.
- **Cost Savings** since you provide your own alcohol! There are no additional costs to display your cookies or cut the cake.

**A note on pricing**

We understand the need to book your reception a significant time in advance and thank you for understanding that pricing is subject to a yearly increase. The package pricing is guaranteed when a menu is selected with the catering office, which will occur no earlier than six months prior to your reception date.

For information on the Duquesne University Chapel of the Holy Spirit

Please contact Debbie Kostosky at 412-396-6021 or Kostosky@duq.edu.

**A Sample Budget Breakdown:**

- $1,525.00 deposit due with signed contract
  - $750.00 non-refundable deposit - reserves your date & covers guest parking
  - $275.00 Public Safety charge
  - $500.00 refundable damage deposit - refunded following 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
- $4.50 per person linen charge
- $450.00 bartender fee - if opting to bring your own alcohol
- 18% service charge & 7% sales tax on Parkhurst Catering Services
- Additional Amenities - billed through the Parkhurst Catering, please speak with the Catering Specialist for details

Contact us today to set-up a tour or check availability!

Charles J. Dougherty Ballroom at the Power Center

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

1/7/2020
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

<table>
<thead>
<tr>
<th>Plated Dinner</th>
<th>Buffet</th>
<th>Food Station</th>
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<tbody>
<tr>
<td>Two Plated Entrée Selections with Accompaniments</td>
<td>Choice of Salad, Two Entrées, and Three Accompaniments</td>
<td>Three Uniquely Themed Food Stations</td>
</tr>
</tbody>
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## Base Package

All items listed below are included with each reception style. Additional selections may be added to any package.

<table>
<thead>
<tr>
<th>Item</th>
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<tbody>
<tr>
<td>Traditional Coffee and Hot Tea Service</td>
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<tr>
<td>Variety of Stationary Hors d’Oeuvres Beautifully Displayed During Cocktail Hour</td>
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<tr>
<td>Complimentary Tasting Session for the Bride and Groom</td>
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<tr>
<td>Consultations with Catering Coordinator and Executive Chef</td>
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<tr>
<td>Standard White China, Flatware, and Glassware</td>
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</tbody>
</table>
plated dinner
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 an abundance of 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.
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 Tomatoes 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 & Tomato Skewers with Balsamic Reduction 36.75
• Shrimp Cocktail Shooters with Tomato Vodka Sauce or Lemon Aioli  Market Price
• Crab Cakes with Rémoulade 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
• Gorgonzola Crostini 45.75
• 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 Olives, Herb Croutons, Shaved Parmesan, and Classic Caesar Dressing
• Fresh Baby Spinach Topped with Fresh Strawberries, Toasted Almonds, Goat Cheese, and Red Wine-Honey Vinaigrette
• Mixed Greens Salad with Artichoke, Grape Tomatoes, Feta Cheese, Cucumbers, and Herb Vinaigrette
• Arugula with Dried Cranberries, Oranges, Toasted Walnuts, and Red Wine Vinaigrette
• Italian Wedding Soup
• Puree of Butternut Squash Soup with Spiced Crème Fraîche
• Roasted Tomato Soup with Asiago Focaccia Croutons
• Lobster Bisque with Brandied Crème Fraîche additional 3.00 per guest

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

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 $62.00
Served with Apricot and Orange Glaze

OVEN-ROASTED SALMON $70.00
Fresh Herb Crust and Smoked Pepper Coulis

GLAZED SALMON $70.00
Roasted Salmon with Sweet and Spicy Hoisin Glaze

ROASTED 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

GNOCCHI $62.25
Fried Gnocchi with Roasted Vegetables, Kale, and Asiago Cheese

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 $60.25
(Vegetarian) Seasonal Squash in a Pastry Shell filled with Egg Custard and Goat Cheese

CHILDREN’S MENU*

GRILLED CHICKEN BREAST OR CRISPY CHICKEN FINGERS $28.99
Accompanied by Mac’n Cheese and Fruit Salad, with unlimited Soft Drinks

*Available for children 12 years of age and younger.
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.
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
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• Fresh Mozzarella with Balsamic Pearls and Fresh Basil 36.50
• Chicken and Waffle Cone with Maple Mustard Glaze 46.00

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.
**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.

**SALADS AND SOUPS**

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:
- Steamed or Roasted Vegetable Medley
- Steamed Broccoli Florets
- Vanilla-Scented Roasted Root Vegetables
- Green Beans with Toasted Almonds and Brown Butter
- Cinnamon Whipped Sweet Potatoes
- Rosemary & 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

**ENTRÉES**

CHOOSE ONE IF SERVED OR CHOOSE TWO IF ON BUFFET:
- Prime Rib of Beef Au Jus and Horseradish Sauce
- Roasted Smoked Turkey Breast with Cranberry & Shallot Relish
- Pennsylvania Ham with Maple Bourbon Glaze
- 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

DEDICATED TO QUALITY
food stations
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

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 with Lemon Butter
- Scallops Ceviche with Crisp Tortilla Chips served in martini glasses

**ASIAN STATION**
- Chili & Ginger Chicken
- Vegetarian Spring Rolls with Duck Sauce
- Jasmine or Fried Rice
- Edamame Salad

**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 Penn Pilsner Beer and Onions
- BBQ Chipped Ham Sliders
- Mini Pierogies filled with Potato, Cheese, and Sautéed Onions
- Haluski Egg Noodles with Fried Cabbage

**SOUTHERN BELLE STATION**
- Smoked Beef Brisket with Tangy BBQ Sauce
- Baked Macaroni with Four Cheeses
- Warm Jalapeño Cornbread

**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

**N’AWLINS CAJUN STATION**
- Shrimp Jambalaya with Andouille Sausage
- Fried Oysters with Creole Dipping Sauce
- Spicy Cajun Cabbage
- Red Beans and Rice

**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.

MAKE YOUR BIG DAY SPECIAL

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

PREMIUM
30.00 per guest for five hours

LIQUOR
vodka ABSOLUT • gin BOMBAY SAPPHIRE
rum BACARDI & CAPTAIN MORGAN
bourbon JACK DANIEL’S • whiskey JAMESON
scotch JOHNIE WALKER BLACK
other SWEET & DRY VERMOUTH & KAH LUA

BEER (CHOICE OF FOUR)
COORS LIGHT • MILLER LIGHT • YUENGLING
CORONA • STELLA ARTOIS • SAM ADAMS
BLUE MOON
Additional charge for craft, seasonal, and other brands.

WINE
CABERNET SAUVIGNON • PINOT NOIR
WHITE ZINFANDEL • CHARDONNAY
PINOT GRIGIO

BEER AND WINE
First hour 6.50 per guest
Each additional hour 4.50 per guest

BEER (CHOICE OF THREE)
COORS LIGHT • MILLER LIGHT
YUENGLING • CORONA
Additional charge for craft, seasonal, and other brands.

WINE
CABERNET SAUVIGNON • WHITE ZINFANDEL
CHARDONNAY

STANDARD
25.00 per guest for five hours

LIQUOR
vodka PINNACLE • gin BEEFEATER
rum BACARDI • bourbon JIM BEAM
whiskey SEAGRAMS 7
scotch JOHNIE WALKER RED
other SWEET & DRY VERMOUTH

BEER (CHOICE OF THREE)
COORS LIGHT • MILLER LIGHT
YUENGLING • CORONA
Additional charge for craft, seasonal, and other brands.

WINE
CABERNET SAUVIGNON • WHITE ZINFANDEL
CHARDONNAY

ADDITIONAL
Alcohol not included. Alcohol charged per bottle, price based on selection.

FULL ROOM CHAMPAGNE TOAST 15.00 per table*

WINE SERVICE WITH DINNER 15.00 per table*

UNDER 21 PACKAGES 5.00 per guest

SPECIALTY COCKTAIL Priced per selection

BRIDAL DANCE SHOT TRAYS (20 SHOTS)*
Standard 60.00 • Premium 65.00
*Shots are not permitted with the exception of the Bridal Dance.

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

Bartenders are 28.00 per hour, three hour minimum (including setup and breakdown). One bartender required per 100 guests. Prices are subject to an 18% service charge and a 7% Allegheny Liquor Tax.
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 4.50 per guest and includes solid cotton/poly floor-length cloths for all round tables (guest tables of 10, bridal party, cake, cookie display, place cards, DJ, food & beverages, vendors, gifts, etc.) and solid cloth guest napkins, available in many different colors. Specialty linens like table runners, overlays, skirting, chair covers, 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.

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.

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

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.

SALES TAX

All charges are subject to 7% Pennsylvania Sales Tax.

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).

BARTENDERS

There will be a 450.00 bar package fee applied to your event order. This includes two (2) bartenders as well as one (1) or two (2) bar-backs 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 bar-backs 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.

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 28.00 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.

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, and 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 assure 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. 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 WEDDING CATERING GUIDE

DUQUESNE UNIVERSITY DINING SERVICES

catering@duq.edu
Phone: 412.396.6613 | Fax: 412.396.5590