

# Bentley University - No Frills guide

There's nothing like Bentley Dining Services!

To cook something special for your Student Group!

And, it's going to save your group a Bundle!

## Here's How!

*Bentley Dining Services is cooking up something special for your organization. In an effort to accommodate the limited budgets of student organizations this guide was developed to meet your needs! Dining Services asks that the following policies and procedures be adhered to in exchange for the discount pricing. Remember, advanced planning increases your options and our flexibility.*

### 1. Here's the deal...

The discounted pricing reflects a limited menu served on paper only. Dining Services does not provide delivery, service or clean up of any event. These tasks are the responsibilities of the sponsoring organization.

### 2. We need some notice

All orders are to be placed 3 weeks before the event. Please be sure to include this information on your Function Planning Form. Please write 'No Frills Catering Guide' with items in the Dining Services Section of the form.

### 3. Billing

All orders must be billed to a student organization account or a University Department.

### 4. Where to get the food

All items are available for pick up from the Sodexo offices, La Cava Building 3<sup>rd</sup> floor, Monday through Friday between 7am and 5 pm.

Any off hour pick ups may incur an additional \$10.00 charge.

For pick ups at the Student Center an additional charge of \$10.00 applies.

### 5. Clean Up Your Mess!

All organizations are responsible for the cleaning of the areas in which their event is held. Events not cleaned up at any location will result in a cleaning fee charged to that group.

### 6. Equipment Policy

Catering events requiring the use of the equipment with food or beverage service will receive the use of this equipment for the duration of the event only. A student I.D. card will be required for any equipment that is loaned out. There may be busy times during which equipment is not available and a rental fee may be applicable. The replacement cost of any broken or missing equipment will be charged to the group.

If your group does not have a cost center budget number, a \$50 dollar deposit will be due the day before your scheduled event. As the host of the catering event, you are responsible for the equipment we have provided for the service of your function. Any missing or damaged catering equipment or supplies will be charged at replacement cost.

### 7. When Can I Return Equipment?

Equipment should be returned to the Sodexo Offices La Cava Building 3<sup>rd</sup> floor, between 8:30am- 4:30pm, Monday-Friday.

### 8. No Food, No Equipment

No equipment will be loaned without the accompaniment of food or beverage service.

### 9. What happens if we need to cancel or make changes to our order?

Any cancellation must be made within 48 hours of the event. Any costs incurred due to cancellation after the deadlines will be passed on to the student organization or department. Please email MCS\_Info with your changes, or stop by MCS and meet with a coordinator.

## Thank You for your order.

# No Frills Menu

No Frills menu items are for pick up from the Sodexo Offices in the LaCava Building.  
Please be prepared to transport your food and beverages to your event space.  
For any questions or assistance in menu planning, please call x2674.

## Beverages

includes cups and appropriate condiments

house blend coffee	\$.85/8 oz. cup
hot chocolate	\$.85/8 oz. cup
lemonade	\$.45/8 oz. cup
pepsi products (cans)	\$.75/ each
bottled water	\$.70/each
bottled juice	\$.75/each
Poland springs water bubbler*	\$.25/guest
*20 guest minimum	

## Bakery

muffins	\$.85/each
bagels with cream cheese	\$1.25/each
chocolate brownies	\$.70/each
assorted cookies	\$.70/each
<i>chocolate chip, sugar, oatmeal raisin</i>	

## Snacks

pretzels	\$6.00/pound
party mix	\$6.50/pound
potato chips with ranch dip	\$7.75/pound
tortilla chips with salsa	\$7.75/pound
m&m's	\$3.00/pound
smartfood popcorn	\$.85/bag

## Combos

\*15 guest minimum

<b>Italia</b>	\$9.00/guest	
<i>lasagne (meat or vegetable) (order in multiples of six), salad, garlic bread, cookies, soda</i>		
<b>Wings &amp; Things</b>	\$6.50/guest	
<i>Spicy buffalo wings(3 per person) with celery and blue cheese, pizza (1 slice per person), sodas and cookies</i>		
<b>Nugget Night</b>	\$3.50/guest	
<i>chicken nuggets (5 per person), curly fries, sodas</i>		
<b>Snack Attack</b>	\$1.50/guest	
<i>assorted cookies (one per person) and sodas</i>		

## Barbeques

\*15 guest minimum

<b>Traditional</b>	\$7.00/guest
<i>hamburgers, veggie burgers, cheese and relish tray, potato chips, sodas and cookies</i>	
<b>Summertime Special</b>	\$6.00/guest
<i>hot dogs, potato salad, bbq chicken legs, watermelon sodas and cookies</i>	

## Party Pick Ups

appropriate paper products are included  
\*10 guest minimum

domestic cheese tray	\$1.60/guest
half cheese/half fruit tray	\$1.60/guest
seasonal fresh fruit tray	\$1.60/guest
vegetable tray with ranch dip	\$1.40/guest
hummus and tabouleh with pita	\$1.80/guest
mozzarella sticks with marinara	\$.65/piece
<i>twenty five piece minimum</i>	
sub sandwiches (6" subs)	\$3.50/sub
<i>ten sub minimum</i>	
wings of fire	\$.65/piece
<i>twenty-five piece minimum</i>	

## Pizza

Pizza is available between 11:00 am and 6:45 pm for pick up from the LaCava Lower Café.  
Includes plates, forks and napkins

16" pizza (cheese)	\$8.00
Toppings	\$.50
<i>(green pepper, onion, mushrooms, black olives, pepperoni, sausage or beef)</i>	

## Ice Cream Social

designed for 30 guests

1 3-gallon ice cream	\$50.00
<i>offered with chocolate sauce, caramel sauce, strawberry topping, chopped nuts, plastic bowls, spoons and napkins</i>	
<i>ice cream flavors: vanilla, chocolate, strawberry</i>	

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