Late Order
Policies and Procedures

For catering orders placed 3-4 business days in advance (10-14 business days for Non-CSUDH related events), please use the following policies and menu.

**Hours:** DH Catering is available anytime. Additional fees may apply for evening or weekend events, based on availability. The DH Catering office is open Monday-Friday, 8:30am-4:30pm.

**Minimum Requirements:** All buffet menus require a minimum order for 20 guests. If your guest count is less than 20, please choose from our a la carte items.

**Late Orders:** Catering orders cannot be accepted for events less than 3 business days in advance.

**Confirmation of Catering Order:** Once you receive your invoice, check to make sure the information is correct. A signature and account/payment information are required on the invoice as confirmation at least 2 business days (5 business days for Non-CSUDH related events) in advance. **If the required paperwork is not submitted on time, your catering order may be cancelled.**

**Guaranteed Attendance:** Your catering event is a business agreement. DH Catering agrees to serve your guests and do everything possible to ensure your event is successful. In turn, you agree to guarantee the number of guests to be served. A guaranteed attendance for CSUDH related events must be submitted no later than 2 business days (5 business days for Non-CSUDH related events) in advance. This number will be considered a guarantee, not subject to reduction.

**Cancellations:** All cancellations must be made at least 2 business days in advance. If the cancellation is made one day in advance, or on the day of the event, the full invoice amount will be billed. For Non-CSUDH related events, all cancellations must be made at least 5 business days in advance. If the cancellation is made less than 5 business days in advance, the full amount of the invoice will be billed.

**Equipment and Supplies:** DH Catering does not loan equipment. Equipment may not be removed from any catered event. All catered events come complete with necessary supplies and equipment. As the Event Contact, you are responsible for the safekeeping of all catering equipment. DH Catering staff will confirm the equipment provided at every event with the Event Contact (or other designated person). Any lost or damaged equipment will result in additional charges.

Telephone 310/243-3814   Fax 310/516-4197   Email dhcatering@csudh.edu
Late Order  
Policies and Procedures

**Leftover Food:** Health Department regulations do not permit taking leftover food from any event. Any leftover food is the property of Campus Dining Services. Please be aware that most food, due to Health Department regulations, cannot be left out at room temperature longer than two hours. If you elect to take leftover food from your catered event, it is no longer the responsibility of Campus Dining Services. By signing your invoice, you accept any and all liability that may result in the mishandling or illness that might occur once the food has been removed from an event.

**Pricing and Availability:** All prices are subject to change. Due to seasonality, certain items may not be available.

**Policy Changes:** DH Catering policies are subject to change without notice, but will NOT affect existing confirmed bookings. Always refer to posted DH Catering policies before placing your order.

**Payments for CSUDH Related Events:** Catered events may be billed to either a departmental budget code or a private party. The method of payment will be established with DH Catering when placing your order, in compliance with CSUDH Foundation guidelines for events.

- **Foundation accounts** require the following to secure an event: an authorized signature and account number written on the invoice.
- **Foundation grant accounts** require the following to secure an event: an authorized signature and account number written on the invoice, along with a copy of the event agenda/program. Once the event has taken place, a copy of the sign-in sheet is required to process the invoice.
- **Departmental budget codes** require the following to secure an event: an authorized signature on the invoice and copies of the signed departmental requisition and justification for hospitality expenditures form (Executive Order #761).

If you are not billing your event to a campus account/budget code, the full balance is due 2 business days (5 business days for Non-CSUDH related events) in advance. Acceptable forms of payment include cash, Visa, Mastercard or check.
DH Catering Services
for Late Orders

DH Catering staff will set-up your catering order, and return at the end of your event to clean-up. For our hot buffets, staff will remain at the event to assist in serving your meal. DH Catering provides the appropriate equipment to service your menu, and provides our high quality paper and plasticware, along with linens for the food tables.

**Service Includes:**
High quality paper and plasticware
Appropriate serving pieces and equipment
Linens for food tables
Set-up and clean-up
Staff for hot buffets

**Fees:**
A 10% service charge will be added to all CSUDH related events
A 20% service charge will be added to all Non-CSUDH events

Designated items (marked with an * on the menu) are available for pick-up. The service charge will be waived for pick-up events.

**Upgrades: (Subject to availability)**
Linens for banquet tables 6.00 each

Buffet service on china 7.50 per person
DH Catering staff will set the buffet tables with china, glassware and silverware roll-ups. Linens are provided for banquet tables.

Waited table service 9.00 per person
DH Catering staff will set banquet tables with china, glassware and linens. Staff will remain to serve meal and beverages at the banquet tables.
Breakfast Buffets

**Continental Breakfast One**
11.10 per person

Served with assorted mini pastries, seasonal fresh fruit platter and DH coffee service

**CSUDH Breakfast Buffet**
16.50 per person

Choose one: Scrambled eggs with cheese or scrambled eggs with roasted vegetables
Choose one: Pork sausage, turkey sausage or bacon
Choose one: Seasonal fresh fruit platter, orange juice or apple juice
Served with oven roasted potatoes and DH coffee service
Breakfast A la Carte Items

**Freshly Baked Pastries**  
*Items available for pick-up*

**Mini pastries**  
14.70 dozen  
Choice of: Mini Danish, mini bagels with cream cheese, mini muffins, mini scones, mini cinnamon rolls or an assortment

**Scones**  
19.50 dozen  
Assortment of blueberry, brown sugar with cinnamon and raspberry white chocolate

**Bagels**  
27.55 dozen  
Assortment of plain, onion, poppy seed and blueberry  
Served with cream cheese

**Muffins**  
27.90 dozen  
Assortment of cappuccino, blueberry, cranberry, double chocolate chip and sunrise

**Seasonal fresh fruit platter**  
Small serves 25 and large serves 50

Small  47.70  Large  81.90

**Breakfast burritos**  
35.70 (6 servings)  
Eggs, sausage (pork or turkey), potatoes and Monterrey Jack cheese wrapped in a flour tortilla  
Served with tortilla chips and salsa fresca

**Cold Beverages**  
Choice of: Orange juice, apple juice or cranberry juice

9.55 pitcher (7 servings)  
18.90 gallon (14 servings)

**Hot Beverages**  
Choice of: Regular coffee, decaf coffee or hot water with tea bags

14.70 airpot (8 servings)  
29.40 gallon (16 servings)

**DH Coffee Service**  
Served with: Regular coffee, decaf coffee and hot water with tea bags

2.85 per person
Box Lunches
*Items available for pick-up*

**The Dean**
15.55 per person

Two Hawaiian rolls, one thinly sliced turkey and one honey ham, both topped with lettuce, tomato, American cheese and mayonnaise
Served with chips and a cookie
Choose one: Can soda or bottled water

**The President**
17.10 per person

Turkey, bacon and Swiss cheese topped with lettuce, tomato, avocado and mayonnaise on toasted white bread
Served with chips and a cookie
Choose one: Can soda or bottled water

**The Vice President**
14.10 per person

Two Hawaiian rolls topped with seasonal grilled vegetables
Served with chips and a cookie
Choose one: Can soda or bottled water

**The Master**
17.70 per person

Grilled chicken breast, crumbled bacon, avocado, hardboiled egg and crumbled blue cheese on a bed of romaine lettuce
Served with ranch dressing and an herb roll
Choose one: Can soda or bottled water
Cold Lunch Buffet

**Deluxe Deli Buffet**
19.80 per person

Make your own sandwich buffet with turkey, ham, roast beef and tuna salad
Condiments include: Mayonnaise, mustard, green leaf lettuce, tomato, onion and pickle spears
Assorted breads include: Wheat, sourdough and hoagie rolls
Choose two: Provolone, cheddar, Swiss or pepper jack cheese
Choose two: Penne pasta salad, grilled marinated vegetables, seasonal fresh fruit platter or potato salad
Choose one: Iced tea, raspberry iced tea, lemonade or fruit punch
Served with assorted cookies
Create Your Own Taco Buffet
9.90 per person

Choose one: Grilled chicken or carne asada
Choose one: Flour tortillas or corn tortillas
Choose one: Can soda or bottled water
Served with Spanish rice, refried beans, cilantro, onions, lime, lettuce and fresh salsa

Pasta Buffet
12.30 per person

Choose one: 5 cheese baked ziti, spaghetti with marinara sauce and parmesan cheese
or chicken Alfredo with penne pasta
Choose one: Caesar salad or mixed green salad with ranch and Italian dressing
Choose one: Can soda or bottled water
Served with garlic bread
Theme Buffets

**American BBQ**
23.10 per person

BBQ chicken served with jalapeno cheese muffins and assorted cookies
Choose two: Coleslaw, roasted green bean salad, red potato salad, grilled corn, baked beans or macaroni and cheese
Choose one: Iced tea, raspberry iced tea, lemonade or fruit punch

**Italian Pasta Buffet**
23.10 per person

Choose one: Spaghetti with meatballs or chicken fettuccini Alfredo
Choose one: Caesar salad or mixed green salad with ranch and Italian dressing
Choose one: Iced tea, raspberry iced tea, lemonade or fruit punch
Served with tomato herb focaccia bread, grilled marinated vegetables, sliced tomatoes with fresh mozzarella and assorted cookies

**Mexican Buffet**
22.75 per person

Chicken fajitas served with tortillas, Spanish rice, tortilla chips and salsa fresca and assorted cookies
Choose one: Santa Fe salad with ranch dressing, Caesar salad with cilantro pepita dressing or jicama citrus salad
Choose one: Refried beans or charro beans with tomatoes, onion and cheese
Choose one: Iced tea, raspberry iced tea, lemonade or fruit punch
Hors d’ Oeuvres Menu

**Cold Selections**
24 servings per platter
*Items available for pick-up*

Devilled eggs (half) - 21.60
Mini cream cheese pizzas topped with tomato and fresh basil - 54.90
Cashew chicken puffs - 56.10

**Hot Selections**
24 servings per platter

Mini vegetarian egg rolls with Thai sweet chili sauce - 57.30
Chicken wings (choice of teriyaki, buffalo, BBQ or lemon pepper) - 41.95
Cheeseburger sliders - 64.80
Italian meatballs - 41.70
Swedish meatballs - 41.70
# A la Carte Menu

*Items available for pick-up*

## Platters
Small serves 25 and large serves 50

<table>
<thead>
<tr>
<th>Item</th>
<th>Small</th>
<th>Large</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Cheese platter</strong></td>
<td>59.40</td>
<td>114.00</td>
</tr>
<tr>
<td>Served with gourmet crackers</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Fresh fruit and cheese platter</strong></td>
<td>54.30</td>
<td>106.80</td>
</tr>
<tr>
<td>Served with gourmet crackers</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Seasonal fresh fruit platter</strong></td>
<td>47.70</td>
<td>81.90</td>
</tr>
<tr>
<td><strong>Vegetable platter</strong></td>
<td>46.80</td>
<td>93.60</td>
</tr>
<tr>
<td>Served with ranch dressing</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Trays
Small serves 25 and large serves 50

<table>
<thead>
<tr>
<th>Item</th>
<th>Small</th>
<th>Large</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Assorted mini palm sandwiches</strong></td>
<td>58.50</td>
<td>117.00</td>
</tr>
<tr>
<td>Assortment includes: turkey, ham, roast beef and vegetarian on Hawaiian rolls</td>
<td></td>
<td></td>
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<tr>
<td>Served with mayonnaise packets</td>
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<td></td>
</tr>
<tr>
<td><strong>Dip</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Small serves 25 and large serves 50</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Fresh salsa and tortilla chips</strong></td>
<td>48.00</td>
<td>96.00</td>
</tr>
<tr>
<td><strong>Guacamole and tortilla chips</strong></td>
<td>75.00</td>
<td>150.00</td>
</tr>
</tbody>
</table>

## Salads
Small serves 25 and large serves 50

<table>
<thead>
<tr>
<th>Item</th>
<th>Small</th>
<th>Large</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Caesar salad</strong></td>
<td>42.90</td>
<td>85.80</td>
</tr>
<tr>
<td><strong>Mixed green salad</strong></td>
<td>40.50</td>
<td>83.70</td>
</tr>
<tr>
<td>Served with ranch and Italian dressing</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Penne pasta salad</strong></td>
<td>45.00</td>
<td>90.00</td>
</tr>
<tr>
<td><strong>Potato salad</strong></td>
<td>45.00</td>
<td>90.00</td>
</tr>
</tbody>
</table>
Beverage Menu

**Cold Beverages**
Choice of: Iced tea, raspberry iced tea, lemonade, fruit punch, watermelon agua fresca, pineapple agua fresca, hibiscus agua fresca or horchata
9.55 pitcher (6 servings)
18.90 gallon (12 servings)

**Infused Water**
Choice of: Cucumber, honeydew, wild berry or citrus
7.20 pitcher (6 servings)
14.40 gallon (12 servings)

**Hot Beverages**
Choice of: Regular coffee, decaf coffee or hot water with tea bags
14.70 airpot (8 servings)
29.40 gallon (16 servings)

**DH Coffee Service**
Served with: Regular coffee, decaf coffee and hot water with tea bags and condiments
2.85 per person

**Bottled water**
2.10 each

**Assorted can sodas**
2.10 each

**Perrier sparkling mineral water**
3.30 each
Dessert Menu
*Items available for pick-up*

Old fashioned cookies
15.30 dozen

Assortment of sugar, oatmeal raisin, peanut butter, chocolate chip and double chocolate chip

Fudge brownies with nuts
24.30 dozen