

Introduction

Thank you for selecting University Dining Service at UW-Stout for your catering needs.

University Dining Service is owned and operated by the university. The Memorial Student Center and Merle Price Commons have facilities to cater special functions for groups up to 800. To reserve the facilities for a catered function in the Memorial Student Center or Merle Price Commons, contact the reservations office at (715) 232-2320. University Dining Service must provide all food and beverages to these facilities. Also, in observance of health and safety regulations, groups are not permitted to take out any food left from buffets or served meals.

Included in this packet are a variety of menu suggestions. We highly encourage you to contact Dining Service at (715) 232-1482 with any questions and prior to making final menu selections.

No matter what your catering requirements are, our staff will help you plan for a successful event. We welcome the opportunity to serve you with creativity and style.

We look forward to serving you.

Hot Hors d'oeuvres

(Serves approximately 25 people)

Chicken Drummys	\$40.00
Chicken Strips with choice of BBQ, sweet & sour, or honey mustard sauce	53.00
Cocktail Meatballs with choice of BBQ or sweet & sour sauce	35.00
Cocktail Smokies in BBQ sauce	35.00
Rumaki (water chestnuts wrapped in bacon)	70.00
Spinach and Artichoke Dip with Crackers (serves 40-60)	70.00
Burgundy Mushrooms	35.00
Brie Puff	89.00
BBQ Chicken Skewer	48.00
Chorizio Dumpling	39.00
Stuffed Potato	29.00

Cold Hors d'oeuvres

(Serves approximately 25 people)

Sausage & Cheese Tray with Assorted Crackers	\$60.00
Wrap Sandwiches (ham, turkey or veggie), Hors d'oeuvres size	45.00
Iced Shrimp with Cocktail Sauce (50 Shrimp)	75.00
Cheese Spread Tray with Assorted Crackers	40.00
Sliced Cheese Tray with Assorted Crackers	57.00
Fresh Fruit Tray (seasonal)	45.00
Fresh Vegetable Tray with Dip (ranch, onion or dill)	30.00
Deviled Eggs	25.00
Chocolate Dipped Strawberries	75.00
Taco Dip Tray with Tostada Chips	40.00
Tostada Chips with Salsa	25.00
Potato Chips with Dip (ranch, onion or dill)	20.00
Pretzels	10.00
Popcorn	10.00
Party Mix	20.00
Homemade Caramel Corn (4 lbs.)	25.00
Canapes Assorted	48.00
Ancho Chili Crepes	24.00

Breakfast & Brunch

(available until 11:00 a.m.)

Breakfast Frittata (ham, potatoes, cheese, sausage) served with fresh fruit and pastries (minimum 20 people)	\$6.95
Croissant Sandwich (egg and cheese with ham or turkey) served with choice of fresh fruit cup or breakfast potato	6.95
Fresh Fruit Plate and Gourmet Muffin	5.95
Scrambled Eggs, choice of ham, bacon, or sausage links served with breakfast potato and pastries	6.50
Texas French Toast, choice of ham, bacon or sausage links served with a fresh fruit cup	6.95
Buttermilk Pancakes, choice of ham, bacon or sausage links served with a fresh fruit cup	6.95
Hot Breakfast Buffet scrambled eggs, sausage or ham, breakfast potato, assorted pastries and fruit juice (minimum 20 people)	7.95
Deluxe Breakfast Buffet Western-style scrambled eggs, Texas French toast or buttermilk pancakes, sausage or ham, breakfast potato, assorted pastries and fruit juice (minimum 20 people)	8.95

All above served with coffee and milk.

Fruits, juices, pastries and rolls, breakfast meats, and potatoes
available as add-ons to the above menu offerings.

Check with catering manger for details.

Linen Service

\$1.00/person

Catering 8/09

Lunch Sandwiches

(sandwich menu served until 2:00 p.m.)

COLD SANDWICHES

Triple-decker Club House (maximum 50)	\$7.95
Chicken salad on Whole Grain Ciabatta Bread	6.95
Tuna Salad on Whole Grain Ciabatta Bread	6.95
Veggie Plus (cheese, fresh vegetables on whole grain ciabatta bread)	6.95
Ciabatta Sandwich (ham & cheese, turkey & cheese, or roast beef)	7.95
Club Ciabatta	8.45
Chicken Ranch Wrap	7.95

HOT SANDWICHES

BBQ Pork or Chicken on Kaiser Roll	6.95
Classic California Burger	6.95
Classic Fish Fillet on Bun	7.95
Grilled Chicken Breast on Multigrain Bun	7.95
Bacon Cheeseburger	7.95
Blue Ribbon Sandwich (ham, turkey, Swiss grilled on marble rye)	8.75
Ham & Cheese or Turkey & Cheese Whole Grain Ciabatta Bread	7.95

All sandwiches include lettuce and tomato and are served with choice of soup du jour or salad (fruit cup, fresh vegetables, creamy cole slaw, pasta salad or potato salad), pickle spear, jumbo chocolate chip cookie or chocolate frosted brownie, and coffee and milk.

Luncheon Salads

(served until 2:00 p.m.)

Garden Delight Salad with dinner roll and choice of two dressings	\$6.95
Mandarin Chicken Salad with dinner roll and toasted sesame seed dressing	8.95
Taco Salad in Tortilla Bowl with salsa and sour cream	7.50
Chef's Salad with dinner roll and choice of two dressings	7.95
Grilled Chicken Salad with dinner roll and choice of two dressings	7.50
Grilled Chicken Caesar Salad with dinner roll	8.95

Salads served with jumbo chocolate chip cookie or chocolate frosted brownie and coffee and milk.

Linen Service

\$1.00/person

Catering 8/09

Lunch Entrees

(served until 2:00 p.m.)

Roasted Pork Loin Au Jus	\$8.95
Sirloin Tips on Fresh Cooked Pasta (no additional starch)	8.95
Chicken Breast Champagne	8.95
Chicken Kiev (luncheon)	9.50
Chicken Cordon Bleu (luncheon)	9.50
Cheese-stuffed Lasagna Rolls with a Choice of Marinara or Meat Sauce (no additional starch)	8.95

All entrees served with house salad, vegetable, starch, dinner roll and butter, coffee and milk, and choice of: jumbo chocolate chip cookie or chocolate frosted brownie.

Lunch Buffets

(Minimum 20 people)

Pasta Buffet	\$7.95
Penne Rigate, Italian meat sauce, Marinara sauce, house salad with choice of two dressings and garlic breadsticks	
Pizza Buffet	8.45
Featuring an assortment of PapaZa's pizzas, house salad with choice of two dressings and garlic breadsticks	
Build Your Own Salad	7.25
Fresh salad greens, fresh vegetables, ham and turkey, shredded cheese, chopped eggs, croutons, bacon bits, dinner rolls and choice of two dressings.	
Build Your Own Taco Salad	8.95
Shredded lettuce, taco meat, refried beans, tomatoes, sour cream, black olives, shredded cheese, jalapeño peppers, salsa, and tortilla chips.	
Build Your Own Sandwich	8.75
Sliced ham, sliced turkey breast, chicken salad, tuna salad, lettuce, tomato, onions, swiss and cheddar cheeses, bread and rolls, potato chips, choice of soup du jour or pasta salad.	
Build Your Own Burger Bar	8.95
Includes lettuce, tomato, onions, American cheese, potato chips, choice of soup du jour or pasta salad.	
Build Your Own Chicken Sandwich	8.75
Includes lettuce, tomato, onions, potato chips, choice of soup du jour or pasta salad.	

All lunch buffets include cookie or bar and coffee and milk.

**There is an additional charge if selecting more than one Build Your Own option for a meal service.*

Linen Service \$1.00/person

Catering 8/09

Dinner

Breaded Chicken Breast Stuffed with Wild Rice and Mushrooms	\$12.75
Quarter Baked Chicken	10.95
Half Baked Chicken	13.95
Oven Roasted Turkey Breast with Traditional Bread Dressing	13.85
Chicken Fettuccini Alfredo Tossed with Fresh Vegetables (no additional starch or vegetable)	11.95
Chicken Breast Kiev	13.75
Chicken Cordon Bleu	13.75
Chicken Breast Champagne	12.75
Sirloin Tips on Fresh Cooked Pasta	10.95
Sirloin Steak with Sautéed Mushrooms and Onions	20.50
Prime Rib of Beef , 10 oz.	21.95
Prime Rib of Beef, 12 oz.	24.95
Roast Pork Loin, Au Jus	12.95
Pork Medallion Marsala	12.95
Grilled Salmon in a Lemon Dill Bur Blanc Sauce	16.95
Lemon Baked Walleye Pike	18.95
Cheese Lasagna Rolls with Marinara Sauce (no additional starch)	10.95

Combination Plate

Fried Fish & Shrimp	\$13.95
Roast Beef & Quarter Baked Chicken	13.95
Ham & Quarter Baked Chicken	12.95
Sirloin Steak & Golden Fried Shrimp	22.95
Roast Beef & Chicken Champagne	14.95
Steak & Chicken Champagne	21.95

All entrees served with house salad, vegetable, starch, dinner roll, coffee, milk and choice of one dessert*
Dessert options: Apple Crisp, Cherry Crumble, Cheesecake Square, Peach Crumble, Chocolate Cake
**or for Weddings: service of wedding cake*

Linen Service \$1.00/person

Catering 8/09

Buffet

(50 people minimum)

Two Entrees: \$13.95

Three Entrees: \$16.95

Swedish Meatballs

Chicken Kiev

Chicken Cordon Bleu

Herb Baked Chicken

Barbecued Chicken

Sirloin Tips

Deep Fried Shrimp

Home-Style Yankee Pot Roast

Chef Carved Selections:

Brown Sugar Glazed Ham

Roasted Round of Beef

Oven-Roasted Turkey Breast

Roasted Loin of Pork

Buffets include:

Starches:

Baked Potato w/Butter & Sour Cream

Au Gratin Potatoes

Traditional Bread Dressing

Mashed Potatoes w/Gravy

Wild Rice Pilaf

Fresh Cooked Pasta

Parsley Buttered Red Potatoes

Herb Roasted New Potatoes

Vegetables:

Glazed Baby Carrots

Whole Kernel Corn

Buttered Peas & Carrots

Buttered Green Beans Fresh

Green Beans Amandine

Country Blend of Vegetables

Salads:

Garden Blend Salad

Creamy Cole Slaw

House Pasta Salad

Vegetable Tray

Fruited Gelatin Mold

Buffet includes a choice of two starches, one vegetable, two salads, dinner roll, coffee, milk and assorted dessert table **or for Weddings: service of wedding cake*

Linen Service

\$1.00/person

Catering 8/09

Starches/Vegetables

Baked Potato with Butter & Sour Cream	Glazed Baby Carrots
Au Gratin Potatoes	Whole Kernel Corn
Parsley Buttered Red Potatoes	Buttered Peas & Carrots
Traditional Bread Dressing	Green Beans Amandine
Mashed Potatoes with Gravy	Buttered Green Beans
Fresh Cooked Pasta	Country Blend of Vegetables
Wild Rice Pilaf	
Herb Roasted New Potatoes	

Desserts

Fresh Fruit Cup	\$1.75
Iced Poppy Seed Cake	2.00
Pecan Pie	2.50
Pumpkin Pie	2.00
Deep Dish Apple Pie	2.50
Gourmet Cherry Pie	2.50
Carrot Cake	2.00
Black Forest Cake	2.00
Strawberry Shortcake	2.00
Rocky Road Pie	2.50
Lemon Meringue Pie	2.50
Chocolate Amaretto Pie	2.00
Apple Dumpling	3.25
Pumpkin Cheesecake	2.50

Linen Service

\$1.00/person

Catering 8/09

CATERING POLICIES AND PROCEDURES AT UW-STOUT

Conference & Special Event

The following guidelines and policies will assist you in planning your event. Please read these carefully and contact the University Conference Coordinator with any questions or concerns prior to your special event.

Facilities:

A facility fee is assessed in accordance with the Wisconsin Administrative Code. The UW-Stout Conference and Reservation Office reserves the right to reassign rooms when unusual circumstances occur. UW-Stout facilities are designed as smoke and tobacco free. For use of facilities for wedding receptions, a non-refundable \$100 deposit is payable within (10) working days of receiving confirmation.

Decorations/Signs:

Decorations are permitted, however they must comply with state and university fire and safety regulations. They must be freestanding and may not be attached to walls, partitions, floors, ceilings, windows, light fixtures or any other part of the building, furniture or equipment. Candles must be votive with a glass base. Any personal property of the engager brought on the premises and left either prior to, during, or following the function, shall be at the sole risk of the engager.

Conference and Reservations shall not be liable for any loss or damage to any such property for any reason. The engager will be held accountable for any damages or extraordinary cleaning cost caused by the group, and will be billed at any cost accordingly. Decorations must be removed immediately following the event. If you have special decorating needs, please notify the University Conference Coordinator at 715-232-5132.

1. You must sign a Reservation Confirmation Contract before booking an event. By signing this contract, the engager acknowledges his/her responsibilities and liability for damage as well as the consequences of alcohol served (if offered).
2. The engager will meet with the Catering Manager four weeks prior to the scheduled event to discuss dining service details. An attendance estimate must be given at least three weeks prior to the event date. Any time that there is a substantial change (+/-20%) in the count (increase or decrease), the Catering Manager should be notified immediately.
3. Catered meals require a minimum food charge (excluding alcoholic beverages). Buffets and other special menus require a minimum number of people.
4. University Dining Services will provide linen tablecloths and table skirting for guest seating upon request. For some service styles such as weddings, skirting and linens are standard practice. Contact the Catering Manager with any special requests or questions. Charges for setup, linen, and skirting will be added to the final invoice.
5. A time must be set for your function or service four weeks prior to the event. Late service at engager's request may impair the quality of the food and incur a late service charge.
6. The University Dining Service must have a guaranteed number of persons attending the event at least three working days prior to the date of the function (some menu items require more than a three-day notice). University Dining Service prepares food, and sets the dining room, for the guaranteed number. If the University Dining Service receives no number guarantee, the last estimate given will be used as the guaranteed number. If the actual guest count exceeds the guaranteed number, every effort will be made to accommodate the additional guests. A service charge may be assessed for additional guests after the three-day guarantee period.
7. A catering deposit may be required, and if so, is to be made at least eight weeks prior to the event. Deposits will be credited to the final invoice. For questions about this policy, contact the University Conference Coordinator.
8. The engager is financially responsible for the guaranteed number or the actual number served, whichever is greater. Charges will be invoiced following the event. State and local sales taxes will be added to all appropriate items. Payment is due upon receipt of the bill. On past due billings of 30 days, a 1.5% per month charge will be added.
9. Charges for cancellations will be left to the discretion of the University Dining Service. Any costs incurred as a result of preparation will be charged to the engager.
10. Customers external to the university who utilize University Dining Service "catering" services would be subject to a 10% service charge applied to the total of their catering charges for food, beverage and host bar sales. External customers are any engager not paying for the event with university funds. "Catering" services exclude cafeteria-style meals served for camps and conferences. If a client had both cafeteria and catered meals/services, only those charges outside the cafeteria style meals would have the service charge applied.
11. The service of alcoholic beverages is governed by federal, state and local laws as well as specific campus policy. Please discuss alcoholic beverage requests with University Dining Service. All alcoholic beverages must be supplied and serviced by University Dining Service. A university police officer may be required at functions where alcoholic beverages are served and at other times deemed appropriate by the University Conference Coordinator and University Dining Service. The cost of the police officer will be charged to the engager.

A \$7.95 per person minimum food order must be placed when alcohol is served for catered events. A \$10.95 per person minimum food order is required for weddings when alcohol is served.

Prices listed on menus are subject to change without notice. Guaranteed food prices can be quoted in writing 60 days prior to the event, if requested.

12. We plan your events so that there will be minimum food left. Health and Safety regulations do not allow for leftovers to be removed from our facilities.

Host

Conference Coordinator

Date

Date