

POLICY REVISION

Policy Prefix/Number:	UW-2045
Policy Title:	Wisconsin Union Catering
Date Last Updated:	
Responsible Office:	Wisconsin Union
Policy Manager:	
OSC Policy Steward:	Sargent

Executive Summary:

This consolidated draft organizes and clarifies policy statements found in the following currently published policies:

- [UW-2045 Catering](#)
- [UW-2082 Food Pricing for Registered Student Organizations](#)
- [UW-2083 Consumption of Alcohol Purchased from Wisconsin Union](#)
- [UW-2084 Leftover Food](#)
- [UW-2085 Calorie Counts](#)
- [UW-6004 Alcohol Beverage Service, Wisconsin Union](#)

Substantive Changes:

- Most of the content for this revised policy is taken from UW-2045 Catering. Limited information is contained in the other consolidated policies that is not already addressed in other university/Union policies.
- Ordered lists and differentiated sentence structure were used to improve organization, clarity, and ability to reference policy statements.

Issues to Resolve:

- Reviewing content placed in the “Contract Language” and “Website Content” are viable to have in those locations and not in policy.

Other Content Locations:

The following content was taken from consolidated policies and the consolidated draft and is likely to be better hosted in one of the two listed locations.

Contract Language:

- The final guest count for a catered event must be received no later than 4:30pm five business days prior to your event. If your event is on a Saturday, Sunday, or Monday, your final attendance guarantee is due on the Monday before your function.
- Food service is limited to 2.5 continuous hours from the contracted food service starting time.
- Payment

- Payment is required in full on the day of the event.
- Payments not made by the date of the event will be assessed a late payment fee of 5% of the total catering bill.
- Events making payment with university or state funds must complete purchase orders in advance of the event.

Website Content:

- Menu, serving time, arrangements for payment, and any other special needs must be discussed with the Wisconsin Union Event Services (WUES) office at least three weeks prior to your event but WUES can offer suggestions for last minute needs
- Sustainability and leftover food information
- Catering minimums and fees for catering outside of Union spaces
- Fees content that was previously in policies that are being consolidated:
 - Items added less than two calendar weeks/10 business days prior to a full-service event will incur a \$25 fee.
 - Items added less than one calendar week/five business days prior to a take-out event will incur a \$25 fee.
 - Plated events are limited to one entrée, one vegetarian option, and one children's option. Plates with entrées more than this maximum will incur a fee of \$1.00 per total attendee for each plate.
 - Plated meals for groups of less than 20 attendees will incur a \$50 fee.
 - Events beginning prior to 7:30am and occurring at a location other than Wisconsin Union managed facilities will incur a \$50 fee.
 - Meals that begin more than 30 minutes after the contracted meal start time, unless delayed by catering staff, will incur a 5% fee
 - Meals that begin more than 60 minutes after the contracted meal start time, unless delayed by catering staff, will incur a 10% fee.
 - Buffets with more than one buffet line will incur a \$100 fee.
 - Buffets for less than the menu minimum will incur a \$100 fee.
 - Trays split below minimums listed on the catering menu will incur a \$10 fee.
 - Floral arrangements will incur a \$10 handling fee.
 - Catering deliveries on-campus will incur a \$35 fee.
 - Catering deliveries off-campus (e.g., UW Arboretum) will incur a \$75 fee.
 - Beer/wine/soda bar deliveries will incur a \$100 fee. If liquor is also included, the fee is \$200.
 - Alcohol minimum
 - Additional fees may be charged for services and needs (e.g., moving event location, service in multiple locations, missed deadlines, additional service time) as determined by Wisconsin Union Catering and Event teams.

Draft Reviewed and Approved by:

Name, Title	Date	Notes

DRAFT

WISCONSIN UNION CATERING

Rationale

This policy provides clarification on the ordering and use of catering in Wisconsin Union facilities.

Definitions

Full-service Event

Events where Wisconsin Union Catering is responsible for setup, takedown, or delivery of food. (All non-pickup catering options.)

Registered Student Organization (RSO)

A group, composed mainly of, and directed by, students, consisting of at least four students and an advisor, which has filed all appropriate registration forms with the Office for Student Organizations, Leadership & Involvement (SOLI) and has been confirmed by SOLI as meeting the eligibility criteria for registration.

Wisconsin Union Facilities

Indoor and outdoor locations under the control and responsibility of the Wisconsin Union (e.g., Memorial Union, Union South, The Terrace).

Scope

All Wisconsin Union facilities, outdoor spaces, and reservable locations. Patrons and guests using Wisconsin Union facilities.

Policy

I. Requirements

- A. All event hosts, attendees, guests, or other event participants must follow the terms of the event contract.
- B. Full-service events and catering deliveries must meet order minimums as <https://union.wisc.edu/host-your-event/catering/catering-faqs>
- C. Catered events taking place outside of Wisconsin Union facilities will need to provide appropriate service materials, locations, and food safety measures as determined by Wisconsin Union Event Services (WUES) and Wisconsin Union Catering.
- D. Alcohol Service
 1. Must comply with applicable university, local, and state laws, ordinances, and policies (e.g., [UW-2003 Registered Student Organization Alcohol Policy](#), [UW-2047 Wisconsin Union Registered Student Organization Large Events](#), [UW-6003 UW-Madison-Specific Alcohol Beverage Regulations](#)).
 2. At events taking place outside of Wisconsin Union managed spaces, a minimum of two bartenders are required.

3. Alcohol beverage service is only provided after 4:30 p.m. Monday-Friday and after 12:00 p.m. (noon) on Saturdays, Sundays, and holidays.

II. Pricing

- A. Catering prices are subject to change without notice.
- B. Prices will not be guaranteed more than 60 days before an event.
- C. All catering is subject to applicable sales tax.
- D. Fees will be assessed as determined by WUES and Wisconsin Union Catering. Additional information about catering-related fees can be found at <https://union.wisc.edu/host-your-event/catering/catering-faqs>.
- E. Registered Student Organizations (RSOs) will receive a 20% discount on pick-up orders and 10% discount on full-service catering when paying with RSO funds (e.g., organization account, university grant)

III. Cancellation

- A. Must be received in writing (events@union.wisc.edu) by the WUES office at least five business days/one calendar week prior to the event.
- B. Cancellations not received in writing by the deadline will be responsible for the full cost of the planned event.

Related UW-Madison Policies

[UW-2002 Registered Student Organization Code of Conduct](#)

[UW-2044 Wisconsin Union Member Events and Weddings](#)

[UW-2046 Wisconsin Union Space Reservations](#)

[UW-2047 Wisconsin Union Registered Student Organization Large Events](#)

[UW-2051 Wisconsin Union Common Areas](#)

[UW-2058 Wisconsin Union Conduct and Use](#)

[UW-3049 Catering – On and Off Campus](#)

[UW-6003 UW–Madison-Specific Alcohol Beverage Regulations](#)

Related UW-Madison Documents, Web Pages, or Other Resources

[UW Conferences & Events](#)

[Wisconsin Union Catering](#)

Policy Administration

Approval Authority

Associate Vice Chancellor and Director of Wisconsin Union

Policy Manager

Deputy Director of Wisconsin Union

Policy Contact

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