

CATERING POLICIES

Price Changes

Prices listed in the catering menu are per serving unless otherwise noted. Catering prices are subject to change without notice. We will not guarantee prices prior to 60 days before your scheduled function.

Payment and Taxes

Payment type on file and/or necessary deposit(s) are required prior to your scheduled event.

Payment Types Accepted:

- UW–Madison Department/Organization Funding Strings
- Visa, MasterCard, Discover and American Express (No UW–Madison Purchasing Cards)
- Checks
- Cash

*State Agencies (not required for UW–Madison Departments) need to provide a Purchase Order in advance of the scheduled function.

*All catered events will be subject to a 5.5% sales tax where applicable. If you are a tax-exempt group, please provide the Campus Event Services Office with a copy of your organization's Wisconsin Sales and Use Tax Exemption Certificate.

Attendance Guarantees and Ordering Deadlines

Attendance Guarantee: A final guest count for any catered function must be received no later than 4:30 pm, ten business days prior to your event.

If no guaranteed guest count is received by this deadline, the estimated attendance will be ordered, and you will be billed for this amount. Changes (including increases or decreases in final count, food quantities or changes in timing) will be handled on an approval-only basis and may be assessed a fee based on the requested change.

Menu and Service Planning: Your menu, serving time, and arrangements for payment and any other special needs should be discussed with the Event Services office at least three weeks prior to your event. Menus received later than three weeks prior to the event will be on an approval-only basis and options may be severely limited.

For food safety and presentation concerns, we allow 2.5 hours (continuous) for food service, from the agreed upon food starting time, for any catering event. Certain events may be excluded from this category. On occasion, extra service time may be available for purchase at a rate predetermined by Wisconsin Union Catering.



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Service Guidelines

Buffet Service: Each event is allowed one buffet selection per meal period. Wisconsin Union will determine the number of buffet lines and their locations. If you would like to customize your buffet menu or add additional options for a fee, please reach out to your event planner. We are happy to serve groups under 20 people for an additional flat fee of \$100

Plated entrées: We are happy to serve groups under 20 people for an additional flat fee of \$100.

Additional Entrée Fee: All plated catered meals include two entrée selections and one child's meal (12 and under) alternative at no additional charge. Additional entrée selections will be charged a \$2 per person plate fee, multiplied by the entire guest count. If the vegetarian count is more than 20% of the guest count, an extra entrée fee will be added for the full guest count. If a vegetarian option is not one of the selected 2 entrees, the vegetarian entrée will be Chef's choice.

Large Event Special Service Fee: The Wisconsin Union adds a \$1000 special services fee to all wedding receptions and other large member events. This charge covers the increased amounts of labor involved in servicing these events, extra equipment, and earlier room preparation times.

Full-Service Catering Ordering Minimums: There is a minimum of \$150 for full-service catering orders that occur in the Memorial Union, Union South or Grainger Hall. There is a \$500 minimum for catering deliveries outside of these buildings.

Late Order or Change Fee: All full-service catering menu items submitted to Campus Event Services after three weeks (15 business days) prior to your scheduled event will incur a \$100 late order or change fee. Orders from the take-out menu will be exempt from this charge up to five working days before the take out order.

Additional Set-up or Clean-up Fee: Campus Event Services and Wisconsin Union Catering reserve the right to assess additional set-up and/or clean-up charges for special catered functions.

Late Start Fees: Catered meals beginning later than 30 minutes past the scheduled start time, at no fault of Union Catering, may result in a surcharge of 5% of the final bill. Catering meals beginning later than one hour past the scheduled start time will result in a surcharge of 10% of the final bill charge.

Service Ware:

All of our catering services in Memorial Union, Union South and Grainger Hall include high quality disposable service ware with the exception of plated meals. We would be happy to switch your event from disposable to china for a nominal fee.

- Appetizer receptions: \$3 per person
- Buffet meals: \$5 per person – this includes silverware wraps, water glasses and carafes at tables.



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Alcoholic Beverage Service Guidelines

University of Wisconsin requirements:

The service of alcoholic beverages is governed by state, federal and local laws as well as the Board of Regents.

The University of Wisconsin requires that non-alcoholic beverages be served whenever alcoholic beverages are present. If you are offering complementary alcoholic beverages to your guests, you are required by the University of Wisconsin to offer non-alcoholic alternatives. These can be purchased through Wisconsin Union Catering on a pay-per-use basis.

The Wisconsin Union requirements:

All events that serve alcohol are required to have a minimum food order of \$5 per person ordered during the alcohol service of the event.

The Wisconsin Union reserves the right to refuse the privilege of alcoholic services to groups. Security officers may be required at functions where alcoholic beverages are served, and the cost will be charged to the patron or sponsor of the event. Alcoholic bars may be closed early at the discretion of the Wisconsin Union management due to unbecoming behavior.

If you are hosting an RSO event, you may be required to have a “beer garden” with your alcohol service. This will be determined at your pre-event meeting.

Bar Minimums: Cash bars and/or hosted bars are available on the premise that sales will generate at least \$150 per hour per bartender. If this predetermined sales guarantee is not met, the customer will pay the difference between the sales and the guarantee. The number of bartenders scheduled for an event will be determined by the Wisconsin Union. For any off-premise bar service, a minimum of two bartenders is required.

Bar Service/Cash Bar Minimums: Cash bars and hosted bars are available on the premise that sales will generate at least \$150 per hour per bartender. If the predetermined sales guarantee is not met, the customer will pay the difference between the sales and the guarantee. The number of bartenders on an event is determined by the Wisconsin Union. Alcohol service may require security, which will be charged to the client. Please note: a minimum of two bartenders will be required for all off-premise bar services. Excess or surplus bar guarantees created by purchase of alcohol do not constitute currency and may not be applied to other products or services.



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Off-Premise Catering Guidelines

Deliveries for off-premise catering on Campus (not including Memorial Union, Union South, or Grainger Hall) need to be approved through the Campus Events Services Office.

Early Set-up Fee: There will be a \$150 early set-up fee for any food service starting at or before 7:30 am. This fee is only applied to catered events that are NOT in the Memorial Union, Union South or Grainger Hall.

Delivery fees: A delivery fee of \$50 will be assessed to all on-campus deliveries. A delivery fee of \$200 will be assessed to all off-campus deliveries. The UW Arboretum is considered off campus.

Bar Delivery Fees: A delivery fee of \$200 will be assessed to all beer/wine/soda bar deliveries. A delivery fee of \$400 will be assessed to all liquor/beer/wine/soda bar deliveries.

Off-Premises Catering Minimums: A minimum purchase of \$500 in food and beverages must be ordered in order to qualify for a delivery OR \$250 for a disposable drop-off.

Off-Premises Bartenders: A minimum of two bartenders will be required for all off-premise bar services.

Off-Premise Location Requirements:

Necessary tables, Chairs, access to running water and electricity, food service staging area, setup and tear down of all tables and chairs. Garbage receptacles and bags along with removal of such items. Union Catering does NOT provide any tables or chairs for any off-premises service.

At least one available parking space for full-service catered events near the service entrance or loading dock.

Arrival Times: If your event takes place off-premises, we will arrive as follows:

For a drop-off event (such as a continental breakfast, break, box lunches or cold buffet meal)—arrival will be no later than 30 minutes before the predetermined event start time.

Cocktail reception (with or without appetizers) or hot buffet meal—arrival will be no later than 1 hour before the event start time.

Full plated meal, events with multiple bar services, or complex events—arrival will be no later than 1.5 hours before the event starts.

Off Premise Service Ware:

All of our catering services outside of Memorial Union and Union South include high quality, disposable service ware. We would be happy to provide china for a nominal fee.

Plated meal: \$15 per person

Appetizer receptions: \$8 per person

Buffet meal: \$8 per person

Bar Glassware: \$10 per person

Pint Glassware: \$5 per person

Wine Pour Glassware: \$5 per person



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Tablecloths and Skirting

Union Catering will cloth and skirt all food service buffet tables. For all plated and buffet services, we will also cloth your dining tables.

If you wish to have additional tables clothed and/or skirted and/or your service does not constitute a plated or buffet service, you will incur a charge for each table. Please consult your Event Services meeting planner for details.

Floral Arrangements

We are happy to order a floral centerpiece to suit your budget and complement your catered event. A \$50 handling charge will be added to the dollar amount you request for your arrangement.

Cancellations

For any event with scheduled full-service catering, a cancellation notice must be received in writing by the Event Services Office at least five business days prior to the event. You may email your cancellation notice to events@union.wisc.edu. Late cancellations may require the group to pay for the full value of the event.

Contact Campus Event Services

p. 608-262-2511
e. events@union.wisc.edu

Mon – Fri
8:00 am – 5:00 pm



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