BANQUET PLANNING GUIDE
OUR PROMISE TO YOU

The University Club has served the greater University of Wisconsin community for over 100 years. The staff of The University Club strives to provide expert guidance during the planning process & flawlessly execute service on the day of your event. Our talented culinary team seeks to produce wonderful, made from scratch cuisine, created with the highest quality ingredients available. This guide is just a sampling of our most popular menu items; please let us know if you would like to customize your menu in any way & we will happily schedule an appointment in which your ideas can be brought to life.

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BREAKFAST BUFFET SELECTION

Coffee, hot tea, orange & cranberry juice are included with all breakfast buffets.
Priced per person

Traditional Continental Breakfast....................................................$8
Assorted house made pastries, granola, yogurt, & fresh fruit

University Club Classic.............................................................$12
Scrambled eggs, a choice of Crescent bacon or Pritzlaff sausage links, potatoes O'Brien.
assorted house made pastries, & fresh fruit

Executive Continental Breakfast....................................................$15
Vegetarian quiche, Crescent bacon & Pritzlaff sausage links with potatoes O'Brien.
assorted house made pastries, granola, yogurt, & fresh fruit

Camp Randall .................................................................................$17
Vegetarian quiche, salmon lox with capers, chopped egg, parsley & cucumber.
potatoes O'Brien. & Gotham bagels with cream cheese & fresh fruit

The Bascom ..................................................................................$21
Eggs benedict or eggs Florentine. Crescent bacon. Pritzlaff sausage links, potatoes O'Brien.
smoked salmon with capers, chopped egg, parsley & cucumber. assorted house
made pastries. & fresh fruit

Big Red.........................................................................................$30
Strawberry cream cheese stuffed French toast, bacon, vegetarian quiche, potatoes O'Brien.
assorted house made pastries, chevre stuffed chicken with white wine pear reduction.
beef tenderloin with Bordelaise sauce & sautéed onions. vegetarian soup du jour.
fresh fruit. Wisconsin cheese platter, & house field greens with crudite vegetables
# À LA CARTE

## BEVERAGES

<table>
<thead>
<tr>
<th>Beverage</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Soft Drinks (Coke Products)</td>
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<tr>
<td>Bottled Water</td>
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<tr>
<td>Iced Tea</td>
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<tr>
<td>Lemonade</td>
<td>$10 per carafe</td>
</tr>
<tr>
<td>Fruit Juice</td>
<td>$10 per carafe</td>
</tr>
<tr>
<td>Ginger Limeade</td>
<td>$10 per carafe</td>
</tr>
<tr>
<td>Boom Brothers Coffee</td>
<td>$20 per gallon</td>
</tr>
<tr>
<td>Fruit Punch</td>
<td>$50 per bowl</td>
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</table>

## SNACKS

Serves 15 people

<table>
<thead>
<tr>
<th>Snack</th>
<th>Price</th>
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</thead>
<tbody>
<tr>
<td>Dry Roasted Peanuts</td>
<td>$10 per bowl</td>
</tr>
<tr>
<td>Pretzels</td>
<td>$15 per bowl</td>
</tr>
<tr>
<td>House Made Chex Mix</td>
<td>$15 per bowl</td>
</tr>
<tr>
<td>Assorted Mixed Nuts</td>
<td>$20 per bowl</td>
</tr>
<tr>
<td>Chili Spiced Nuts</td>
<td>$20 per bowl</td>
</tr>
</tbody>
</table>

## SWEETS

<table>
<thead>
<tr>
<th>Sweet</th>
<th>Price</th>
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</thead>
<tbody>
<tr>
<td>Assorted Cookies</td>
<td>$18 per dozen</td>
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<tr>
<td>Assorted Dessert Bars</td>
<td>$18 per dozen</td>
</tr>
<tr>
<td>Chocolate Dipped Strawberries</td>
<td>$18 per dozen</td>
</tr>
<tr>
<td>Chocolate Dipped Brownies</td>
<td>$18 per dozen</td>
</tr>
<tr>
<td>Mini Cream Puffs</td>
<td>$24 per dozen</td>
</tr>
<tr>
<td>Truffles</td>
<td>$24 per dozen</td>
</tr>
<tr>
<td>Miniature Cheesecakes</td>
<td>$30 per dozen</td>
</tr>
</tbody>
</table>
PLATED LUNCH OPTIONS

Includes house made bread, butter, coffee, iced tea & water.

SANDWICHES
Served with your choice of potato chips or field greens salad
Substitute a cup of house made soup for $2

Seasonal Chicken Sandwich ................................................................. $12
Gourmet chicken sandwich with seasonal ingredients

Seasonal Vegetarian Sandwich ............................................................ $12
Fresh vegetarian sandwich with seasonal ingredients

U-Club .................................................................................................. $12
Roasted turkey breast, Crescent bacon, lettuce, tomato, & garlic aioli
on multigrain oatmeal bread

Crab Cake Kaiser ................................................................................ $12
Our signature crab cake panfried to golden brown & topped with
lemon herb aioli on a grilled Kaiser roll

SALADS

Seasonal Salad .................................................................................. $13
Designed around the freshest ingredients for spring, summer, fall & winter

Cobb Salad .......................................................................................... $13
Fresh field greens topped with roasted turkey, avocado, gorgonzola cheese crumbles,
a sliced hard boiled egg, tomatoes, & Crescent bacon with your choice of dressing

Caesar .................................................................................................... $10
Tender crisp romaine lettuce tossed with our house Caesar dressing & finished
with fresh grated parmesan cheese

with chicken ........................................................................................ $11

Middle Eastern Pita Platter ................................................................. $10
Hummus, marinated artichokes, feta cheese crumbles, olives, red onion,
grape tomatoes & Tabbouleh with grilled pita bread, & Greek dressed romaine
PLATED LUNCH OPTIONS

STARTERS

House Made Soup of the Day ........................................ $3.50
House Field Greens Salad ........................................... $3

ENTRÉES

Fresh Fish of the Week ............................................. $15
Market selection of fresh fish served with saffron rice pilaf & fresh market vegetables

Mushroom Strudel (v) ................................................... $14
Seasonal wild mushrooms blended with spinach & wrapped in a flakey puff pastry served over wild rice pilaf & finished with Champagne moutard sauce

U-Club Signature Crab Cakes ....................................... $15
Dungeness crab cakes pan fried to golden brown with seasonal accompaniments

Chicken Florentine .................................................... $15
Lemon grilled bone in chicken breast finished with spinach morney sauce accompanied by parmesan potato croquettes

Grilled Flank Steak .................................................. $15
Balsamic marinated flank steak served over braised Swiss chard & herb roasted fingerling potatoes

Seared Atlantic Salmon .............................................. $17
Fresh pan seared Atlantic salmon filet with lemon dill crème fraîche accompanied by wild rice pilaf & market vegetable
LUNCH BUFFET SELECTIONS

All lunch buffet selections come with house made bread, coffee, iced tea, water & assorted house made cookies per person. Add soup for $3.50 per person.

COLD

ASSORTED SALAD BUFFET ................................................................. $12
Southwest black bean quinoa salad, field greens salad, Greek cucumber salad, Caesar salad, & lemon grilled chicken breast.

DELI BUFFET ................................................................................ $12
Turkey, ham, salami, hummus, cocktail buns, cheese, lettuce, tomato, onions, pickles, condiments, pasta salad, & a field greens salad.

LUNCH WRAP BUFFET ................................................................. $12
An assortment of hummus & roasted red pepper wraps, turkey & guacamole wraps, & dijon tarragon chicken salad wraps, pickles, pasta salad, & a field greens salad.

TUSCAN BUFFET ........................................................................ $12
Italian grilled chicken, salami, capicola, grilled zucchini, red onion, & eggplant, provolone & parmesan cheeses, tomato focaccia bread, lettuce, tomato, artichokes, roasted red peppers, pickles, Italian pasta salad, & Caesar tossed romaine.

FALAFEL BUFFET ........................................................................ $12
Lemon-garlic marinated chicken breast, chickpea croquettes, pita pockets, lettuce, tomato, onion, hummus, tzatziki sauce, & Greek cucumber salad.
LUNCH BUFFET SELECTIONS

HOT

WISCONSIN TAILGATE ................................................................. $13
Burgers, brats, & wings, with fresh baked Kaiser rolls & buns, potato chips
bacon-cheddar potato salad, fresh fruit, & a field greens salad

GREEK ISLE BUFFET ................................................................. $13
Spinach & feta stuffed chicken breast, breaded eggplant, herb roasted potatoes,
pita bread, hummus, seasonal vegetables, & Greek cucumber salad

WISCONSIN FISH FRY ................................................................. $15
Beer battered & baked cod with potato pancakes, seasonal fresh vegetables,
coleslaw, tartar sauce, apple sauce, pretzel bread, & a field greens salad

LASAGNA BUFFET ................................................................. $15
Lasagna bolognese & vegetarian alfredo lasagna with seasonal fresh vegetables,
parmesan garlic bread, & Caesar tossed romaine

ITALIAN BUFFET ................................................................. $15
Chicken & eggplant parmesan, penne or linguini marinara, seasonal vegetables,
parmesan garlic bread, & a field greens salad

BEEF BOURGUIGNON BUFFET ................................................... $15
Simmered beef tips with woodland mushrooms, egg noodles, seasonal fresh vegetables,
roasted vegetable ragout, & a field greens salad

SHEPHERDS PIE BUFFET ........................................................... $15
Beef shepherds pie, vegetarian shepherds pie, mashed potatoes, seasonal vegetable,
& a field greens salad.
HORS D’OEUVRES

Price is per dozen.

Black Bean Cakes (v) ................................................................. $18
Southwest lime grilled black bean cakes served with chipotle aioli & mango salsa

Bacon Wraps ........................................................................ $18
Water chestnuts, pineapple or artichoke hearts wrapped in Cresnet bacon
With scallops ........................................................................ $32

Caprice Skewers ...................................................................... $20
Fresh mozzarella, basil & tomato skewer with balsamic reduction

California rolls (v) ................................................................. $20
Avocado, cream cheese, carrot, cucumber & sushi rice wrapped in nori paper
With crab ............................................................................... $26

Calamari ................................................................................ $24
Fresh crispy fried calamari with remoulade sauce

Profiteroles
With herbed cream cheese (v) .................................................. $20
With smoked salmon .............................................................. $25

Macerated Fruit Kabobs .......................................................... $24
Grand Marnier macerated fruit skewers with fresh mint

Coconut Chicken Tenders ......................................................... $24
Coconut encrusted chicken fried & served with sweet chili sauce

Thai Spring Rolls (v) ................................................................. $24
Asian marinated vegetables & tofu wrapped in rice paper
With tuna .............................................................................. $30
HORS D’ŒUVRES

Chicken Brochettes ................................................................. $24
Chicken skewers with teriyaki sauce

Baked Mushroom Caps (v) ....................................................... $24
Mushroom caps baked with a trio of cheeses, spinach, & carmalized onions
With sausage & tomato ............................................................ $28
With shrimp or crab ............................................................... $32

Assorted Canapes ................................................................. $25
Decorative seasonal hors d’œuvres atop toasted crostinis

Knoche’s Meatballs ............................................................... $25
With Swedish sauce

Puff Pastry Wrapped Asparagus ............................................. $25
Tender asparagus spears with parmesan cheese wrapped in a flakey puff pastry

Prosciutto Wrapped Asparagus ............................................... $30
Tender asparagus spears wrapped in prosciutto di parma ham with balsamic reduction

Mini Calzones (v) .................................................................. $25
Vegetarian calzones with mushroom, onion, & marinara sauce
Pepperoni & marinara stuffed mini calzones .............................. $25

Pierogies (v) ........................................................................... $25
Wisconsin Cheddar & potato stuffed pierogies with caramelized onions & sour cream

Mini Beef Wellingtons ........................................................... $30
Beef Tenderloin & mushroom duxelle wrapped in a flakey puff pastry
HORS D’OEUVRES PLATTERS

Price is per platter. Full platters serve approximately 50 people.
Platters can be made into 1/2 & 1/4 platters.

Crudites & Herb Dip (v) ................................................................. $80
An assortment of fresh vegetables served with a creamy herb dip

Baked Artichoke & Spinach Dip (v) ............................................. $100
With herbed crostini, bagel & parmesan pita chips

Boneless Chicken Wings .............................................................. $100
With bleu cheese dressing, hot sauce, & celery sticks

Seasonal Fresh Fruit (v) .............................................................. $120
A fresh selection of seasonal fruits

Middle-Eastern (v) ..................................................................... $120
Hummus, tabouleh, feta cheese, olives, & pita bread

Fiesta (v) ........................................................................................ $120
Fire roasted tomato salsa, spicy pickled vegetables, guacamole & tortilla chips

Wisconsin Cheese (v) ................................................................. $130
A selection of Wisconsin cheeses & assorted crackers
With Black Earth Meats sausage .................................................. $150

Asian Pacific (v) ......................................................................... $140
Marinated vegetables, Thai spring rolls, baked tofu & California rolls (v)
with soy, chili garlic sauce, wasabi, & pickled ginger
With Sashimi grade tuna or salmon ............................................. $200

Cherry Wood Smoked Salmon .................................................... $140
With chopped egg, lemon, capers, tomato, cucumber, red onion & parsley
HORS D’OEUVRES PLATTERS

Antipasto (v) ........................................................................................................ $120
Italian cheeses, marinated & grilled vegetables, olive tapenade, artichoke hearts,
& herbed crostini

With Italian meats .................................................................................................. $160

Wisconsin Relish .................................................................................................... $160
Deviled eggs, pickled vegetables, gherkins, stone ground mustard,
& house made pretzel bread

Artisanal Cheese & Fruit (v) ................................................................................ $200
Served with imported & artisanal Wisconsin cheeses, assorted crackers, & dried fruit

Classic Shrimp Cocktail on Ice .......................................................................... $225
Tiger prawns chilled on ice with cocktail sauce

CARVING STATION

Price is per person
$100 Carving Fee for less than 50 people
Carving Station includes silver dollar rolls

Roasted Turkey Breast ....................................................................................... $6
With cranberry chutney & dijon aioli

Wisconsin Maple Glazed Ham ........................................................................... $7
With stone ground mustard & pineapple chutney

Center Cut Pork Roast ....................................................................................... $10
With apple sauce

Slow Roasted Prime Rib of Beef ....................................................................... $13
With au jus & horseradish crème fraîche

Whole Roasted Carved Beef Tenderloin .......................................................... $14
With au jus & horseradish crème fraîche
HORS D’ŒUVRE PACKAGES

Platter size will be scaled to match final guest count
Minimum 40 people. Priced per person

THE FRESHMAN PACKAGE ........................................................................................................... $22
Crudites & Herb Dip
Wisconsin Cheese (v) Boneless Chicken Wings
Baked Artichoke & Spinach Dip (v) Bacon Wraps
Seasonal Fresh Fruit (v) Knoche’s Meatballs
Middle-Eastern (v) Petite Dessert Buffet

THE SENIOR PACKAGE ................................................................................................................. $30
Crudites & Herb Dip (v) Classic Shrimp Cocktail on Ice
Seasonal Fresh Fruit (v) Cherry Wood Smoked Salmon
Middle-Eastern (v) Crab Cakes
Artisanal Cheese & Fruit (v) Mini Beef Wellingtons
Antipasto Chicken Brochettes
Asian Pacific Petite Dessert Buffet

THE GRADUATE PACKAGE ............................................................................................................. $38
Carving Station with your choice of Prime Rib or Beef Tenderloin
Your choice of 2 passed hors d’oeuvres
Artisanal Cheese (v)
Seasonal Fresh Fruit (v)
Crudites & Herb Dip (v)
Middle-Eastern (v)
Antipasto
Classic Shrimp Cocktail on Ice
Artisan Pacific
Cherry Wood Smoked Salmon
Petite Dessert Buffet
DINNER ENTRÉES

Served with a field greens salad, chef’s choice of seasonal accompaniments, house made bread, coffee, hot tea & water.

Please choose up to two entrées for your guests to select from.

Additional entrées will add a $2 per person surcharge to all entrées.

All dietary restrictions will be handled per chef at no additional charge.

Wild Mushroom Strudel (v) ................................................................. $20
Wild seasonal mushrooms blended with sautéed spinach & wrapped in a flakey puff pastry

Eggplant Napoleon (v) ........................................................................ $20
Italian breaded eggplant layered with fresh mozzarella cheese, roasted garlic, & marinated tomatoes

Stuffed Portabella Mushroom (v) .................................................... $22
Marinated portabella mushrooms stuffed with basil, & boursin cheese

Chicken Breast Florentine ............................................................... $24
Lemon grilled bone in chicken breast with spinach mornay

Chicken Cordon Bleu ........................................................................ $25
Marinated bone-in chicken breast with prosciuto di parma ham, swiss, & sauce bechamel

Seared Duck Breast ........................................................................ $28
Served with warm lentil salad, arugula, & chevre cheese

Apple Stuffed Pork Chop ................................................................. $25
Bone in pork chop stuffed with Granny Smith apples & finished with a sundried cherry red wine reduction

Frenched Rack of Lamb .................................................................... $32
Herb roasted rack of lamb
Almond Encrusted Cod ................................................................. $22
Fresh cod fillet encrusted with toasted almonds & finished with lemon butter sauce

Seared Atlantic Salmon .......................................................... $27
Served with dill crème fraîche

Roasted Great Lakes Walleye .................................................. $27
Served with lemon caper beurre blanc

Sesame Encrusted Ahi Tuna ...................................................... $29
Served with coconut rice, Asian marinated vegetable, & soy reduction

Classic Meatloaf ........................................................................ $24
Knocke’s seasoned beef with onion, celery, & sauce espagnole

Flank Steak ................................................................................ $25
Marinated flank steak with braised Swiss chard & demi-glace

Sliced Whole Roasted Tenderloin .......................................... $30
Whole roasted tenderloin with demi-glace

Filet Mignon ............................................................................... $34
Dry aged 6oz filet of beef tenderloin wrapped in Cresent bacon with horseradish crème fraîche & demi-glace

Petite Filet with Stuffed Shrimp ............................................ $35
A 6oz filet & crab stuffed shrimp with sauce bernaise
DINNER BUFFET SELECTIONS

Served with a field greens salad, house made bread, butter, coffee, hot tea, & water.

STANDARD BUFFET ................................................................. $25

Entrées (Choice of 2 & 1 Vegetarian)
Starches (Choice of 1)
Vegetables (Choice of 1)

Wild Mushroom Strudel (v)
Wild seasonal mushrooms blended with sautéed spinach & wrapped in a flakey puff pastry

Greek Isle Eggplant (v)
Breaded eggplant with artichokes, tomatoes, olives & tzatziki cucumber sauce

Greek Isle Chicken
Marinated chicken breast with artichokes, tomatoes, olives & tzatziki cucumber sauce

Chicken Florentine
Herb roasted chicken with spinach mornay sauce

Almond Encrusted Cod
Almond encrusted cod filet with lemon butter sauce

Citrus Pork Chop
Citrus marinated & grilled pork chop with fresh pico de gallo & a chimichurri sauce

Classic Meatloaf
Knocke’s seasoned beef with onion, celery, & sauce espagnole

Beef Bourguignon
Simmered beef tips with woodland mushrooms & egg noodles
ELEGANT BUFFET ................................................................. $33

Entrées (Choice of 2 & 1 Vegetarian)
Starches (Choice of 2)
Vegetables (Choice of 2)

Stuffed Portabella (v)
Marinated portabella mushrooms stuffed with basil & boursin cheese

Chicken Cordon Bleu
Marinated chicken breast, prosciutto, swiss with sauce béchamel

Crab Stuffed Flounder
Flounder filet with a Dungeness crab stuffing & finished with beurre blanc

Roasted Great Lakes Walleye
Served with lemon caper beurre blanc

Seared Atlantic Salmon
Served with dill crème fraîche

Roasted Beef Tenderloin
Served with demi-glace

Beef Wellington
Beef tenderloin & mushroom duxelle wrapped in a flakey puff pastry with demi-glace

Starches
Parmesan potato croquettes
Scallion mashed potatoes
Parsley red potatoes
Gratin potato
Herb roasted fingerling potatoes
Wild rice pilaf
Lemon herb orzo

Vegetables
Seasonal market vegetable
Broccoli & bell peppers
Carrot & parsnip medley
Sugar snap peas
Stuffed roasted tomatoes
Zucchini & yellow squash
Broccoli gratin
Green bean almondine
DESSERT SELECTIONS
All desserts are made in house from scratch. Price is per person.

Chocolate Mousse.................................................................$3
Raspberry Sorbet.................................................................$3
New York Blueberry Cheesecake.............................................$4
Red Velvet Cake.................................................................$4
Strawberry Shortcake.........................................................$4
Strawberry Cheesecake Parfait.............................................$4
Vanilla Crème Brulee.........................................................$4
Carrot Cake...........................................................................$4
Tiramisu...............................................................................$4
Pavlova...............................................................................$4
Raspberry Chocolate Ganache Cake.................................$5
German Chocolate Cake.....................................................$5
Seasonal Fruit Crumble.......................................................$5
INDIVIDUAL MINI DESSERTS PER DOZEN

Price is per Dozen

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
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<tbody>
<tr>
<td>Assorted Cookies</td>
<td>$18</td>
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<tr>
<td>Assorted Bars</td>
<td>$18</td>
</tr>
<tr>
<td>Chocolate Dipped Strawberries</td>
<td>$18</td>
</tr>
<tr>
<td>Chocolate Dipped Brownies</td>
<td>$18</td>
</tr>
<tr>
<td>Mini Cream Puffs</td>
<td>$24</td>
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<td>Truffles</td>
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<tr>
<td>Baklava</td>
<td>$24</td>
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<tr>
<td>Mini Cheesecakes</td>
<td>$30</td>
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</tbody>
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DESSERT BUFFET

(Minimum 20 people) $6 per person
Selection of plated tortes, cakes, cheesecakes & chocolate covered strawberries.

PETIT DESSERT BUFFET

(Minimum 20 people) $4 per person (Buffet allows for two dessert pieces per person)
A light dessert offering featuring bars, finger sweets, chocolate covered strawberries, & seasonal fruit tarts

Sundae Bar

(Minimum 20 people) $6 per person
Chef manned sundae bar with three Babcock flavored ice creams & assorted toppings
- Whipped cream
- Maraschino cherries
- Hot fudge sauce & salted caramel sauce
- Crushed butterfinger, heath bar, peanut m&ms, oreos, gummy bears
- Chopped pecans
- Sprinkles
- Sugar cones
- Root beer floats
BAR SERVICE

$2 upcharge for martinis

WINES

Glass / Bottle

Premium House Wines ......................................................... $6 / $30
A selection of 3 red & 3 white wines that change with the seasons

Premium Champagne ......................................................... $6 / $30

House Wine ........................................................................... N/A / $22
High quality & low cost featuring a red, white, & blush wine

SPIRITS

Premium Cocktail ........................................................................ $8-$11
Grey Goose, Hendricks, Hennessy, Balvenie, Glenfiddich, Templton

Call Brand Cocktails ............................................................. $6
Includes Kettle One, Tanqueray, Bacardi Rum, Captain Morgan, Makers Mark, Jack Daniels, Johnnie Walker Red, Korbel Brandy, & a rotating selection of local spirits & cordials

Well Brand Cocktails ............................................................ $5

BEER

Craft Beer ............................................................................. $5
Rotating seasonal selection from Wisconsin’s finest breweries

Domestic Beer ........................................................................ $4
Miller Lite

Quarter Barrel ......................................................................... $200 / $230

Half Barrel ............................................................................ $350 / $410
UNIVERSITY CLUB POLICIES

OUR FAMILY
The University Club is an accredited member of the Association of College & University Clubs, an organization that connects us to the many University Club families across the globe. We are dedicated to serving & exceeding the needs of our members & the UW campus community. With an empowered & experienced team, we execute our functions with professionalism & pride. All functions held at the University Club must be sponsored by a current member; this policy includes those events arranged or billed through University of Wisconsin departments or organizations. Membership in the University Club family is open to all UW faculty, students, alumni & friends of the University. To set up your membership account, please contact us at 608.262.5023.

BOOKING FEE PROCEDURES
A non-refundable, non-transferable booking fee of $800 is required for a Saturday exclusive use of The University Club & serves solely to hold the date of your event. All other dates will have a booking fee based on the parties’ needs and exclusivity. We will temporarily hold a specific date for ten business days. The booking fee must be received by the tenth business day otherwise, the hold may be lifted.

INVOICE & PAYMENTS
The final invoice is based on the following information:

- Menu selections
- Room rentals & usage fees
- Selected services & amenities
- Bar services
- 20% Service charge & 5.5% sales tax

Please note. The University Club requires a $500 food & beverage minimum for private events after normal business hours.

Final guest count is due five (5) business days prior to the event. If attendance is below the final guest count you are required to pay for meals not consumed. A pre-payment for all confirmed food and alcohol is due with the guest count.

Final invoice payment is due at closure of event or a late fee of 18% will be assessed monthly on unpaid balances. Please note that a fee of $200 per day will be assessed to outstanding wedding invoices.

Price estimates verbal or written are subject to change at any time due to fluctuations in food costs or the seasonal availability of some items. All food & beverages served are subject to a 20% service charge & 5.5% Wisconsin sales tax. The University Club accepts cash, personal check, cashier’s check, or credit card.
BAR SERVICE POLICIES

Bar services include beer, wine, cocktails, juices & soda. Minimum bar sales for both hosted & cash bars are $50 per bartender per hour. If sales do not meet this minimum, the difference will be included in the final invoice.

The service of alcohol is governed by the State of Wisconsin & City of Madison as well as The University of Wisconsin’s Board of Regents. These rules are strictly adhered to at the University Club. In keeping with the University of Wisconsin policies, alcohol cannot & will not be served at events scheduled where the majority of guests are under the State of Wisconsin legal drinking age of twenty-one (21).

The University Club allows a maximum of six hours of bar service & the bar may close at anytime at the discretion of the University Club management.

No alcoholic beverages are allowed to be brought onto or taken off of the University Club premises. In the event alcohol is brought on the premises the beverage will be confiscated. If there is a dispute regarding the confiscated alcohol, the individual will be asked to leave the premises &/or the University of Wisconsin Police will be contacted to handle the dispute.

GENERAL / VENDOR POLICIES...

The University Club will provide all food & beverages. Guests may not bring any food or beverages onto the premises with the exception of a wedding cake. Wedding cakes may only be provided by a licensed vendor & a $1 per person desset handling charge will be added to the final invoice. Due to the policies established by the Health Department & The University of Wisconsin, we are not able to release any food or beverage to be taken off premise.

The University Club is not responsible for lost, stolen, or damaged articles or equipment. Equipment delivery arrangements must be made in advance. All deliveries & set-up must be completed in designated event time schedule. Any electrical needs must be provided by the band, DJ & musician. We suggest they have three prong adaptors, extension cords & power strips available. All entertainment, including bands or disc jockeys, must finish their set by 12am.

The University Club is a historic landmark. In accordance with policies established for the preservation & maintenance of this building, nothing may be hung, taped or attached in any manner to the fixtures, walls, ceilings, wall sconces, or chandeliers that damages the building. The University Club does not permit the use of glitter, confetti, fog machines, streamers or rice.

Smoking is not allowed inside the building.

You are responsible for any damages your guests inflict to the premises. All repairs will be carried out through professional contractors in the event a damage fee is assessed.