
THE
UNIVERSITY CLUB

BANQUET PLANNING GUIDE



OUR PROMISE TO YOU

The University Club has served the greater University of Wisconsin community for over 100 years. Our staff 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 where we can bring your ideas to life.

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BREAKFAST BUFFETS

A minimum of 15 guests is required

All breakfast buffet are served with water, coffee, hot tea orange and cranberry juice.

Priced per person

Traditional Continental Breakfast.....\$10

Sliced fresh fruit, yogurt, granola, berries, and house made pastries

University Club Classic\$12

Scrambled eggs, your choice of Crescent bacon OR Pritzloff sausage links, potatoes O'Brien, house made pastries and fresh fruit

The Healthy Start.....\$12

Vegetarian quiche, cured salmon, yogurt, granola, berries, warmed bagels and fresh fruit

AL LA CARTE

Priced per person

Scrambled Eggs (\$1)

Potatoes O'Brien (\$1)

Yogurt, Granola, Berries (\$1)

Bacon or Sausage (\$2)

French Toast (\$3)

Pancakes & Syrup (\$3)

PLATED LUNCHESES

All plated lunches are served with water, iced tea, coffee, hot tea, and assorted cookies. Assorted dessert bars and chocolate covered strawberries are available for an additional \$2 per person. All lunches are served with chef's choice starch and vegetable

ENTRÉES

Vegetarian Strudel (v).....	\$14
Chef's choice of vegetables and cheese wrapped in puff pastry	
Cranberry Chicken.....	\$16
Bacon wrapped chicken breast finished with supreme sauce	
Chicken Picatta.....	\$16
Seared chicken breast finished with lemon, white wine, and capers	
Pork Medallions.....	\$16
Roasted pork tenderloin finished with whole grain mustard	
Seared Atlantic Salmon.....	\$16
Fresh pan seared Atlantic salmon filet finished with lemon dill buerre blanc	

LUNCH BUFFETS

A minimum of 20 guests is required

All lunch buffet are served with water, iced tea, coffee, hot tea, and assorted cookies. Assorted dessert bars and chocolate covered strawberries are available for an additional \$2 per person.

SALAD BUFFET.....\$13

Two salads of your choice from the list below, fresh fruit salad and one salad of chef's choice. Accompanied by lemon grilled chicken, a basket of freshly baked bread and a vegetarian soup du jour

FALAFEL BUFFET\$13

Lemon-garlic marinated chicken breast, chickpea croquettes, pita bread, lettuce, tomato, onion, hummus, tzatziki sauce and your choice of one salad from the list below

SHEPHERDS PIE BUFFET.....\$13

Beef and garden vegetable potpie. Served with a basket of rye bread and your choice of one salad from the list below

GREEK ISLE BUFFET.....\$14

Spinach & feta stuffed chicken breast, breaded eggplant, herb roasted potatoes, pita bread, hummus, seasonal vegetables and your choice of one salad from the list below

PREMIUM DELI BUFFET.....\$14

Your choice of one salad from the list below, cocktail buns, turkey, ham, salami, cheese, lettuce, tomato, onions, pickles, condiments, hummus and vegetarian soup du jour.

PREMIUM LUNCH WRAP BUFFET.....\$14

Hummus and roasted red pepper, turkey and guacamole, and chicken salad wraps, served alongside a vegetarian soup du jour and your choice of one salad from the list below

TUSCAN BUFFET\$15

Grilled chicken, salami, campicola, and a variety of grilled vegetables, provolone and parmesan cheeses, tomato foccacia bread and your choice of one salad from the list below

WISCONSIN TAILGATE \$15

Burgers and grilled chicken, with house made rolls, potato chips, potato salad,

fresh fruit and your choice of one salad from the list below

LASAGNA BUFFET \$15

Lasagna bolognese & vegetarian alfredo lasagna with seasonal vegetables, your choice of

one salad from the list below and parmesan garlic bread

SOUTHWEST BUFFET..... \$15

Shredded pork and chicken. Served with refried beans and rice pilaf, cheese,

chili sour cream, salsa, guacamole, shredded lettuce, flour and corn tortillas

SALAD CHOICES:

-Fresh Fruit Salad

-Cheddar & Mac Pasta Salad

-Yukon Potato Salad with Basil-Buttermilk Dressing

-Classic Caesar Salad

-Mixed Green Salad with Balsamic Dressing

-Baby Spinach Salad with Poppyseed Dressing

-Greek Cucumber Salad

HORS D'OEUVRES

Priced per dozen. Option of Butler Passed or Stationary.

Polenta Cakes with Kale Pesto & Pecan Candy (v) \$20
Toasted honey cakes with braised micro kale, sweet pecans and pimento

Bruschetta (v) \$18

Classic bruschetta with tomato and basil atop a house made crostini

With mushrooms and shallots..... \$20

Bacon Wraps..... \$18

Water chestnuts, pineapple and artichoke hearts wrapped in Crescent bacon

With dates stuffed with goat cheese \$24

With shrimp \$30

Caprese Skewers (v) \$20

Fresh mozzarella, basil and tomato skewers with balsamic reduction

Thai Spring Rolls (v) \$26

Asian marinated vegetables and tofu wrapped in rice paper

Sesame Ginger Chicken Skewers \$24

Sesame ginger marinated and roasted chicken breast skewers

With beef tenderloin..... \$30

Baked Mushroom Caps (v) \$24

Mushroom caps stuffed with a trio of cheeses, spinach and caramelized onions

With Italian sausage \$28

With crab..... \$32

Puff Pastry Wrapped Asparagus.....	\$24
Asparagus spears wrapped in puff pastry and parmesan cheese	
Red Beet Hummus on Bagel Toasts (v).....	\$25
Topped with buffalo cauliflower and mandarin	
Fontina & Mushroom Tartlets (v).....	\$26
Creamy cheese fondue glazed with morel mushrooms and peppered bread crumbs	
Beef Crostini's with Ba Ba Bleu.....	\$28
Seared tenderloin glazed with Carr Valley blue cheese on a herbed crostini	
Brie Cheese & Cherry Fritters (v).....	\$26
Triple cream brie and door county dried cherries encrusted in a panko bread crumb shell	
Barbecue Chicken in Pastry.....	\$26
Slow cooked chicken thighs topped with pepper jack cheese and jalapeno honey	
Chorizo in Pastry.....	\$26
Spicy pork sausage, black beans and scallions in flaky pastry	
Tempura Shrimp Skewers.....	\$28
Lightly fried gulf shrimp served with sweet Thai sauce	
Tuna Poke	\$32
Diced sushi grade tuna finished with Sturgeon roe and pickled ginger	
Mini Beef Wellingtons	\$32
Beef tenderloin and mushroom duxelles baked in a flaky puff pastry	
Crab & Shrimp Shooters.....	\$32
Lump crab, gulf shrimp, and cocktail sauce in individual serving glasses	

HORS D'OEUVRES PLATTERS

Priced per platter. Full platters serve approximately 50 people.

Some platters can be made into 1/2 & 1/4 platters.

Crudites and Herb Dip (v) \$100

An assortment of fresh cut vegetables served with a creamy herb dip

Baked Artichoke and Spinach Dip (v).....\$140

Oven baked artichoke and spinach dip with herbed crostini, bagel and pita chips

Fruit & Berries (v)..... \$100

An assortment of fresh cut fruits

Fiesta (v)..... \$120

Fire roasted tomato salsa, spicy pickled vegetables, guacamole and tortilla chips

Middle-Eastern (v).....\$140

Hummus, tabbouleh, pepperoncini, artichoke hearts, feta cheese, olives and pita bread

Boneless Chicken Wings.....\$150

Fried boneless chicken wings with bleu cheese, hot sauce and celery sticks

Wisconsin Cheese and Meat.....\$140

A selection of Wisconsin cheeses and meat with assorted crackers

House Smoked Salmon.....\$160

House smoked salmon, chopped egg, lemon, capers, tomato, cucumber and pickled red onion

Swedish Meatballs.....\$160

Hand made meatballs and Swedish sauce

Asian Pacific (v).....\$160

Thai tofu spring rolls and hand rolled vegetarian sushi with soy sauce, sweet chili sauce, wasabi and pickled ginger

With Sushi grade tuna and shrimp tempura..... \$200

Antipasto.....\$160

Italian meats and cheeses, balsamic marinated roasted vegetables,
olive tapenade, artichoke hearts and house made crostini

Wisconsin Relish (v).....\$160

Deviled eggs, pickled vegetables, gherkins, stone ground mustard and pretzel bread

Artisanal Cheese and Dried Fruit (v).....\$200

Artisanal Wisconsin cheeses, assorted crackers and dried fruit

Shrimp Cocktail.....\$225

Black tiger shrimp on ice w/ cocktail sauce

CARVING STATION

Priced per person for 1.5 hours of service. \$100 carving fee for less than 50 people.

Carving station includes silver dollar rolls.

Roasted Turkey Breast.....\$8

With cranberry chutney and Dijon aioli

Maple Glazed Ham.....\$8

With stone ground mustard and pineapple chutney

Slow Roasted Boneless Pork Loin.....\$14

With apple moustarda

Slow Roasted Prime Rib of Beef.....\$16

With au jus and horseradish crème fraîche

HORS D'OEUVRE PACKAGES

Each package includes coffee and water service. Platter size will be scaled to match final guest count. Minimum 40 people.

Priced per person

THE FRESHMAN PACKAGE.....\$25

Crudites and Herb Dip

Wisconsin Cheese

Baked Artichoke and Spinach Dip (v)

Fresh Fruit (v)

Middle-Eastern (v)

Boneless Chicken Wings

Bacon Wraps

Swedish Meatballs

Petite Dessert Buffet

THE SENIOR PACKAGE.....\$30

Crudites and Herb Dip (v)

Baked Artichoke and Spinach Dip (v)

Seasonal Fresh Fruit (v)

Middle-Eastern (v)

Artisanal Cheese & Fruit (v)

Antipasto

Shrimp Cocktail

House Smoked Salmon

Stuffed Mushroom (v)

Mini Beef Wellingtons

Petite Dessert Buffet

THE GRADUATE PACKAGE.....\$38

Carving Station with your choice of Prime Rib or Roasted Turkey

Your choice of 2 passed hors d'oeuvres (page 8-9)

Artisanal Cheese (v)

Seasonal Fresh Fruit (v)

Crudites and Herb Dip (v)

Middle-Eastern (v)

Antipasto

Shrimp Cocktail on Ice

Coconut Chicken Tenders

House Smoked Salmon

Petite Dessert Buffet

SNACK PACKAGES

Each package includes water, iced tea, coffee, and hot tea.
Priced per person

BASIC SNACK PACKAGE\$6

Please choose one snack:

- House Made Popcorn and Roasted Chickpeas
- Seasoned Pretzels
- Chex Mix

Please choose two platters:

- Fresh Fruit
- Crudite and Herb Dip
- Middle Eastern
- Baked Artichoke and Spinach Dip
- Boneless Chicken Wings
- Cookies

PREMIUM SNACK PACKAGE\$8

Please choose one snack:

- House Made Popcorn and Roasted Chickpeas
- Seasoned Pretzels
- Chex Mix
- Mixed Nuts
- Chili Spiced Nuts

Please choose two platters:

- Fresh Fruit
- Crudite and Herb Dip
- Fiesta
- Middle Eastern
- Baked Artichoke and Spinach Dip
- Swedish Meatballs

Please choose one:

- Cookies or Dessert Bars

DINNER ENTRÉES

Please choose two entrées for your guests to select from. A Roasted Vegetable Gnocchi may be offered as a vegetarian option with no surcharge added. A \$2 surcharge will be added to each additional (3rd) entrée offered. All meals are served with a mixed greens salad, chef's choice of seasonal accompaniments, house made bread, water, coffee and hot tea. A specialty starter may be substituted for an additional \$3 per person. All dietary restrictions will be handled per chef at no additional charge. Meals for children are available by request at \$10 per child.

SPECIALTY STARTERS:

Classic Caesar

Chilled romaine, shaved parmesan, roasted thyme croutons, classic caesar dressing served with lemon

Baby Spinach

Roasted cashews, dried cranberries, mandarin oranges, with poppyseed dressing

Baby Iceberg

Carrot shreds, cherry tomatoes, micro radishes, with buttermilk blue dressing

Hearty Soups

Corn Chowder

Roasted Pepper with Herbed Croutons

Chicken and Wild Rice

Broccoli and Cheese

Beef Barley with Veggies

ENTRÉES: (CHOICE OF 2)

Roasted Vegetable Gnocchi (v)(gf) \$20

Potato dumplings tossed in fresh herb tapenade with grilled squashes, eggplant and peppers

Butternut Squash Ravioli (v) \$24

Tossed with basil cream and finished with blistered tomatoes and goat cheese curds

Kale Mushroom Tart (v) \$24

Forest mushrooms, leeks, cognac and baby kale in a savory shell. Served with steamed vegetables

Cranberry Chicken..... \$25

Bacon wrapped chicken breast finished with supreme sauce. Served with cranberry honey whipped potatoes and french green bean medley

Chicken Picatta..... \$24

Seared chicken breast finished with lemon, white wine and capers

Almond Crusted Cod..... \$26

Fresh cod fillet, crusted in toasted almonds and finished with lemon beurre blanc

Chicken Cordon Bleu..... \$25

Seared chicken breast, smoked ham, swiss and sauce b chamel. Served with spanish orzo and cheddar infused broccoli

Chicken Tuscany \$25

Oven roasted chicken breast with artichokes, kalamata olives, roasted peppers, stewed tomatoes and rosemary-garlic zucchini in penne pasta

Almond Crusted Cod..... \$26

Almond crusted with lemon butter sauce. Served with red pepper mashed potatoes and broccoli mornay

Pork Prime Rib.....	\$27
Roasted on the bone with candied apples, pear brandy, maple and cream. Served with garlic yukon potatoes and a baby vegetable medley	
Burgundy Short Ribs.....	\$27
Braised in wine, beef stock, tomato and herbs. Served with havarti mashed potatoes and garlic broccoli	
Atlantic Salmon Filet.....	\$27
Poached in bouillon, shallots and herbs with will champagne butter sauce. Served with parslid yukon potatoes, baby carrots and asparagus	
Creole Stuffed Sole.....	\$27
Petrale sole filet wrapped around a Louisiana crab cake with citrus cream sauce. Served with cheddar grits and snap peas	
Rainbow Trout.....	\$28
Rainbow trout filet filled with spinach and finished with a lemon emulsion. Served with parslid potatoes, baby carrots and asparagus	
Pork Scaloppini Zingara.....	\$28
Pan seared cutlets finished with onion, tomato, mushroom, capers and shredded ham. Served with cheesy macaroni and roasted cauliflower	
Roast Sirloin Steak.....	\$29
Topped with caramelized onion, demi and herb butter. Served with fingerling potatoes and roasted brussel sprouts	
Filet Mignon.....	\$34
Bacon-wrapped with port-veal reduction. Served with fingerling potatoes and micro greens	
Wild Mushroom Tournedos.....	\$33
Medallions of aged beef, with a burgundy morel mushroom reduction. Served with potatoes au gratin with roasted tomato and broccoli	
Ultimate Surf & Turf.....	(Market Price)
Grilled filet mignon, and a Maine lobster cake topped with jumbo lump crab and a shrimp béarnaise. Served with a twice baked potato and a snap pea medley	

DINNER BUFFETS

Minimum 30 people

All buffets served with a mixed greens salad, bread & butter, water, coffee, and hot tea. Each buffet includes your choice of two or three entrees and two sides. All dietary restrictions will be handled per chef at no additional charge. Upgrade to a specialty salad, or an additional vegetable or starch for \$2.50 per person.

STANDARD BUFFET \$28

SALADS: (CHOICE OF 1)

Kale (v)

Shredded carrot and radish with toasted pumpkin seed sesame hoisin dressing

Pacific Rim (v)

Pacific Rim fresh fruit with a banana dressing

Confetti Salad (v)

Micro greens and baby vegetables with sunflower vinaigrette

Yukon Potato Salad (v)

Served with basil-buttermilk dressing

Cheddar & Mac Pasta Salad (v)

SIDES: (CHOICE OF 2)

Creamy Cheddar & Macaroni (v)

Whipped Yukon Potatoes (v)

Blended Rice Pilaf with Dried Apricots (v)

Vegetable Medley with Squash, Peppers, and Peas (v)

Bowtie Pasta Tossed with Italian Herbs (v)

Roasted Red Potatoes (v)

Brocolini with Toasted Garlic Oil (v)

Roasted Cauliflower and Butter Squash (v)

Steamed Vegetable Stir-Fry with Tofu (v)

ENTRÉES: (CHOICE OF 2)

Polenta Gratin of Zucchini (v)

Eggplant and chickpeas topped with Black Goat Farms Chevre

Saffron Orzo (v)

Served with minted peas, julienne peppers and snap peas

Cavatappi Pasta (v)

Tossed with sundried tomatoes, basil and pinenuts

Courty Fried Chicken

Served with buttermilk gravy

Smoked Italian Sausages

Onions and peppers tossed in red sauce

Grilled Chicken Cherry BBQ

Served with toasted corn and black beans

Rosemary Infused Pork Tenderloin

Served with whisky apple sauce

Meatloaf

Served with beef gravy and fried onions

Stuffed Yellow Peppers

Stuffed with basmati and sausage filling and topped with roasted pepper coulis

Braised Beef Short Ribs

Served in port and tomato broth

Salmon Medallions

Served with raspberry crème sauce

Blackened Catfish

Served with citrus butter sauce

ELEGANT BUFFET \$34

Entrées: (Choice of 3)

Polenta Gratin of Zucchini (v)

Eggplant and chickpeas topped with Black Goat Farms Chevre

Saffron Orzo (v)

Served with minted peas, julienne peppers and snap peas

Cavatappi Pasta (v)

Tossed with sundried tomatoes, basil and pinenuts

Country Fried Chicken

Served with buttermilk gravy

Smoked Italian Sausages

Onions and peppers tossed in red sauce

Grilled Chicken Cherry BBQ

Served with toasted corn and black beans

Rosemary Infused Pork Tenderloin

Served with whisky apple sauce

Meatloaf

Served with beef gravy and fried onions

Stuffed Yellow Peppers

Stuffed with basmati and sausage filling and topped with roasted pepper coulis

Braised Beef Short Ribs

Served in port and tomato broth

Salmon Medallions

Served with raspberry crème sauce

Blackened Catfish

Served with citrus butter sauce

Stuffed Portabella (v)

Marinated portabella mushrooms stuffed with basil and boursin cheese

Muscovy Duck Breast

Seared duck breast with mandarin glaze

Salmon

Seared Atlantic salmon served with dill buerre blanc

Mahi-Mahi

Blackened mahi-mahi served with pineapple salsa

Roasted Beef Tenderloin

Slow roasted beef tenderloin served with red wine demi-glace

Shrimp Scampi

Garlic butter sautéed black tiger shrimp over fettuccine alfredo

DESSERT SELECTIONS

All desserts are made from scratch in house.

Priced per person

Sheet Cake	\$2
Carrot, Chocolate Fudge, Lemon, Red Velvet	
Chocolate Mousse Topped with Sweet Cream	\$3
Lemon Ice Sorbet (gf)	\$3
White Chocolate Raspberry Cheesecake	\$4
Vanilla Crème Brulee Dusted with Cocoa Powder (gf).....	\$4
Tiramisu	\$4
Door County Apple-Cherry Strudel with Raspberry Sauce ...	\$4
Berry Cobbler with Maple & Cinnamon Crumb Topping....	\$5
Bavarian Chocolate Cream Pie.....	\$5
Fresh Fruit Tart with Sugar Cookie Crust & Custard.....	\$5
Door County Cherry Cheese Cake.....	\$6
Fresh Baked Pie with Whipped Cream.....	\$5
Tart Cherry, Cinnamon Apple, Blueberry, Peach	

INDIVIDUAL MINI DESSERTS

Priced per dozen

Assorted Cookies.....	\$18
Assorted Fruit & Chocolate Filled Bars	\$20
Chocolate-Dipped Strawberries.....	\$20
Chocolate-Dipped Brownies.....	\$20
Mini Cheesecake Slices.....	\$26
Assorted Mini Layer Cakes.....	\$26
Mini Eclairs.....	\$28
Mini Cream Puffs	\$28

PETITE DESSERT BUFFET..... \$4

Minimum 20 people. Priced 2 per person.

Selection of dessert bars, mini layer cakes, chocolate covered strawberries and cream puffs

Dessert Shooter Display..... \$5

Minimum 20 people. Priced 2 per person.

Selection of Caramela, Carrot, Chocolate Mousse, Lemon Mousse and Red Velvet

SUNDAE BAR..... \$6

Minimum 20 people. Priced per person for 1 hour of service.

Sundae bar with three flavored ice creams and assorted toppings:

-Whipped cream

-Maraschino cherries

-Hot fudge, caramel and strawberry sauce

-Crushed butterfinger, heath bar, Oreo, sprinkles, and chopped nuts

Country Pie Display..... \$7

Choose 3. Served with fresh berries and whipped cream

Selection of Cherry, Apple, Berry, Banana Cream, Lemon

NON-ALCOHOLIC BEVERAGES

Soft Drinks\$2
Coke Products

Coffee (Regular & Decaffeinated)\$20
(20-24 Servings Per Gallon)

Hot Tea\$2
(Priced per Tea Bag)

Lemonade or Iced Tea\$10
(6 Servings Per Carafe)

Hot Chocolate Station\$20
(20-24 Servings Per Gallon)

Hot Cider Station\$22
(20-24 Servings Per Gallon)
To Include:
Cinnamon
Nutmeg

Fruit Punch\$50
(Up to 50 Servings)

Gourmet Hot Chocolate Station\$60
(20-24 Servings Per Gallon)
To Include:
Mini marshmallows
Cinnamon
Nutmeg
Whipped Cream
Peppermint Candies

BAR SERVICE

\$2 upcharge for martinis

WINES

	Glass / Bottle
Premium House Wines	\$6 / \$30
A selection of rotating red and white wines	
Premium Champagne	\$5 / \$30
House Wine	N/A / \$22
High quality & low cost featuring a red, white, and blush wines	

SPIRITS

Premium Cocktail	\$8-\$11
Selection of high end spritis and scotches	
Call Brand Cocktails	\$6
Includes Kettle One, Tanqueray, Bacardi Rum, Captain Morgan, Makers Mark, Jack Daniels, Johnnie Walker Red, Korbel Brandy, & a rotating selction of local spirits and cordials	
House Brand Cocktails	\$5

BEER

Craft Beer	\$5
Rotating seasonal selection from Wisconsin's finest breweries	
Domestic Beer	\$4
Miller Lite	
	Domestic / Craft
Quarter Barrel	\$200 / \$230
Half Barrel	\$350 / \$410

THE UNIVERSITY CLUB POLICIES

BOOKING FEE PROCEDURES AND BENEFITS

A non-refundable, non-transferable booking fee of \$1000 (plus tax) is required for exclusive use of The University Club on a Saturday and serves solely to hold the date of your event. A fee of \$500 (plus tax) is applied to all Fridays and Sundays. All other dates will have a booking fee based on the parties' needs and exclusivity. We will temporarily hold a specific date for 14 days. The booking fee must be received by the fourteenth day or the hold will be lifted.

The booking fee will include a membership valid through the date of your event. It also includes all club tables, linens, votive candles, table numbers, microphone on stand and appropriate tableware. In addition the club staff will place all ready to go items including place cards, signing book, card box, favors and table runners.

The final invoice will have a 20% Service charge on all food and beverage and 5.5% sales tax on all food and beverage. Final menu is to be set 7-10 business days prior to the event. 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. Final invoice payment is due at closure of event or a late fee of 18% will be assessed monthly on unpaid balances. Price estimates verbal or written, are subject to change in response to fluctuations in food costs or the seasonal availability of some items. All price changes will be disclosed upfront before the final count is due. The University Club accepts cash, personal check, cashier's check, or credit card.

BAR SERVICE POLICIES

Bar services include beer, wine, cocktails, juices and soda. Minimum bar sales for both hosted and 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 as well as The University of Wisconsin's Board of Regents. The University Club strictly adheres to these rules. In keeping with the University of Wisconsin policies, alcohol cannot and 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 and 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 and/or the University of Wisconsin Police will be contacted to handle the dispute.

OTHER POLICIES

The University Club will provide all food and beverages. Guests may not bring any food or beverages onto the premises with the exception of a wedding dessert. Wedding desserts may only be provided by a licensed vendor and a \$1 per person dessert handling charge will be added to the final invoice. Due to the policies established by the Health Department and the University of Wisconsin, we are not able to release any food to be taken off premise unless a food waiver has been signed and turned into a member of management. No hot food may be taken off premises under any circumstances.

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

The University Club is a historic landmark. In accordance with policies established for the preservation and 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.

You are responsible to pay 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.

CATERING DEADLINES

The final guest count for food ordering, staffing, and billing purposes is due no later than 7 days prior to the event.

The final menu must be confirmed including the number of vegetarian meals and special diet meals. Additional vegetarian meals and special diet meals requested after the final guarantee may not be accommodated or may be accommodated with different menu items than on the original event menu.

Final invoice price will be calculated on the guest count guarantee number or the actual guest attendance, whichever is greater.

Any decrease in number of guests made after the guarantee deadline will not reduce the quoted cost of the event.

CONTACT EVENT SALES MANAGER FOR THE FOLLOWING DEADLINES

catering@uclub.wic.edu or 608.262.5023

Wedding / Event Tasting	At Least 3 Months Prior to Event
Menu / Timeline Confirmation	2 Weeks Prior to Event
Floor Plan / Seating Chart	1 Week Prior to Event
Final Guest Count / Meal Counts	1 Week Prior to Event
Deliver / Drop Off Décor Items	1 Day Prior to Event

—THE —

UNIVERSITY CLUB

803 State Street Madison, WI 53703

uclub@uclub.wisc.edu

(608) 262-5023

Booking Confirmation

This booking fee reserves the date of your event only. The booking fee is non-refundable and non-transferrable should the event be canceled for any reason.

Policies, menus and prices are subject to change and are not guaranteed.

The University Club accepts cash, check and credit card (Visa, MasterCard, Discover and American Express)

Sales tax 5.5%^{net} applicable.

\$1000.00

\$500.00

Other _____

Check

Cash

Credit Card

Date Paid_____

Exclusive Use of the University Club

Event Day/Date_____ Start/End Time_____

Type of Event_____ Number of Guests_____

Space Reserved_____

Host/Hostess_____

Address_____

Phone Number_____

E-Mail Address_____

Signature of University Club representative _____ Date_____