



UWM

$\frac{20}{20}$ CATERING

MENU FALL 2024

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2020-Catering@uwm.edu

uwm.edu/dining/catering

414-229-3733

BEVERAGES

— HOT BEVERAGES —

Includes 12-ounce cups, lids, compostable sleeves, and napkins.

HOUSE COFFEE Regular & Decaffeinated	\$30/Gallon
<i>Served with sugar and creamer.</i>	
GRIND COFFEE Regular & Decaffeinated.....	\$50/1.5 Gallon
<i>Grind coffee from Collectivo. Served with sugar and creamer.</i>	
RISHI TEA SACHETS Regular & Decaffeinated	\$30/Gallon
<i>Hot water with 12 assorted Rishi Tea sachets. Served with sugar and honey.</i>	
APPLE CIDER	\$35/Gallon
<i>Apple cider infused with cloves, nutmeg, and cinnamon.</i>	
HOT CHOCOLATE	\$35/Gallon
<i>Hot chocolate served with mini marshmallows and whipped cream.</i>	

— COLD BEVERAGES —

Includes cups and napkins. Minimum 1 gallon.

ICE WATER	\$5/Gallon
INFUSED ICE WATER	\$15/Gallon
<i>Citrus or cucumber and mint.</i>	
ICED TEA	\$22/Gallon
<i>Classic black tea. Served with sugar.</i>	
ORANGE JUICE	\$35/Gallon
LEMONADE	\$22/Gallon
<i>Classic or raspberry.</i>	
UWM PUNCH	\$30/Gallon
<i>Orange and cranberry juice, and white soda.</i>	
CRANBERRY SPRITZER	\$30/Gallon
<i>Cranberry juice, Starry, and club soda.</i>	
BOTTLED WATER, SODA, SPARKLING WATER	\$2/Each
<i>Aquafina 12 oz. bottle; Pepsi products 12 oz. can.</i>	
JUICE	\$3.25/Bottle
<i>16 oz. bottled Ocean Spray apple, cranberry, or orange juice.</i>	

For dietary and allergy information, visit our [NetNutrition](#) page.

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Please direct any catering questions to your 20/20 Catering Coordinator at 2020-Catering@uwm.edu.

BREAKFAST

All bakery is produced in facilities that also process nuts.

YOGURT BAR	\$7/Person
Strawberry & Greek plain. <i>Served with honey, mixed berries, granola, and whipped cream.</i>	
DONUT HOLE BAR	\$3/Person
Cinnamon sugar donut holes. <i>Served with chocolate syrup, whipped cream, and caramel.</i>	
FRUIT SALAD	\$4.50/Person
Fresh fruit salad.	
BULK GRANOLA	\$18/Pound
ASSORTED WHOLE FRUIT	\$2/Each
Assorted fruit varies seasonally.	

— BAKERY —

All bakery is produced in facilities that also process nuts.

BAGELS & CREAM CHEESE	\$29/Dozen
Assorted bagels – six plain, three everything, and three cinnamon raisin. <i>Each dozen comes with plain cream cheese & one flavor of cream cheese of your choice:</i> <i>Nashville Hot Garden Vegetable Maple Bacon Strawberry Swirl</i>	
FRUIT BREAD	\$29/Loaf
Loaves, twelve pieces per loaf. <i>Banana chocolate chip or pumpkin spice.</i>	
SEASONAL MUFFINS	\$29/Dozen
Assortment of seasonal muffins.	
GLUTEN FREE, VEGAN ASSORTED MUFFINS	\$29/Dozen
Vegan and gluten free muffins.	
COFFEE CAKES	\$29/Dozen
Individual-sized coffee cakes. <i>Cinnamon or lemon rosemary.</i>	
ASSORTED DOUGHNUTS	\$29/Dozen
Each dozen includes two types of donuts selected by Aggie's Bakery.	
MINI DANISH	\$29/Dozen
From Aggie's Bakery. <i>Apple, cherry, raspberry, or apricot (minimum of 6 per flavor).</i>	

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BREAKFAST BUFFETS

30 person minimum required for all buffets.



MKE BREAKFAST **\$12/Person**

Select one entrée, protein, and potato.

Served with regular and decaf house coffee, sugar, creamer, ice water, ketchup, and hot sauce.

Multiple options available for additional fees.

Entrées:	Garden scrambler, scrambled eggs.
Proteins:	Crispy bacon, chicken breakfast sausage patty, pork breakfast sausage links, Impossible meat patty.
Potatoes:	Hash browns, roasted herb breakfast potatoes.

BREAKFAST TACO BUFFET **\$13/Person**

Select two proteins and one potato.

Served with regular and decaf house coffee, sugar, creamer, ice water, ketchup, and hot sauce.

Buffet includes flour tortillas, scrambled eggs, black beans, charred red salsa, sour cream, and chihuahua cheese.

Proteins:	Chopped bacon, sliced sausage, chorizo, vegan taco meat. (Additional protein \$3/ Person).
Potatoes:	Hash browns, roasted herb breakfast potatoes. (Additional potato \$2/ Person).

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LUNCHES

— BOX LUNCHES —

All condiments and dressing served on the side. Substitute gluten free bread for any box lunch sandwich for \$3/sandwich.

ROASTED TURKEY & PROVOLONE SANDWICH \$14/Person

Shaved turkey breast, provolone cheese, lettuce, and tomato on sliced wheat bread with mayonnaise and mustard packet.

Includes a bag of chips and a chocolate chip cookie.

SWEET APPLEWOOD SMOKED HAM & SWISS SANDWICH \$14/Person

Shaved ham, Swiss cheese, lettuce, and tomato on sliced wheat bread with mayonnaise and mustard packet.

Includes a bag of chips and a chocolate chip cookie.

MEDITERRANEAN CHICKEN SALAD \$17/Person

House lettuce mix, grilled chicken, roasted tomatoes, roasted eggplant, and asparagus with a side of balsamic vinaigrette.

Includes a bag of chips and a vegan gluten free oatmeal raisin cookie.

MEDITERRANEAN CHICKPEA SALAD \$17/Person

House lettuce mix, lemon and thyme marinated chickpeas, roasted tomatoes, roasted eggplant, and asparagus with a side of balsamic vinaigrette.

Includes a bag of chips and a vegan gluten free oatmeal raisin cookie.



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BUFFETS

30 person minimum required for all buffets.

— DOWNER WOODS DELI BUFFET —

Buffet includes housemade potato chips, pickle spears, lettuce, tomato & onion platter, mayonnaise, and Dijon mustard. Served with ice water.

Choose from the Basic, Deluxe, or Premium Deli Buffet. Then select your breads, proteins, cheeses, and salads.



BASIC BUFFET

\$12/Person

Includes:

3 Breads

2 Proteins

2 Cheeses



DELUXE BUFFET

\$16/Person

Includes:

3 Breads

3 Proteins

3 Cheeses

1 Side



PREMIUM BUFFET

\$18/Person

Includes:

4 Breads

4 Proteins

4 Cheeses

2 Sides

BREADS:

Country white, wheat, 10" flour tortilla/vegan tortilla, GF bread

PROTEINS:

Roasted turkey, sweet applewood smoked ham, bacon, pepperoni, salami, garlic hummus

CHEESES:

Cheddar, provolone, Swiss, American

SIDES:

Fruit salad, poblano bean chili, beef chili, chicken & rice soup, pasta salad, UWM dip

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BUFFETS

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— RIVERSIDE SALAD BUFFET —

Buffet includes assorted salad greens, dinner rolls with butter, and ice water.



BASIC BUFFET

\$13/Person

Includes:

- 2 Proteins
- 4 Toppings
- 1 Cheese
- 2 Dressings



DELUXE BUFFET

\$16/Person

Includes:

- 3 Proteins
- 7 Toppings
- 2 Cheeses
- 3 Dressings
- 1 Soup/Salad/Side



PREMIUM BUFFET

\$18/Person

Includes:

- 4 Proteins
- 9 Toppings
- 3 Cheeses
- 3 Dressings
- 2 Soups/Salads/Sides

PROTEINS:

Black beans, chopped bacon, cottage cheese, grilled chicken, hard-boiled eggs, roasted turkey

TOPPINGS:

Broccoli, carrots, celery, corn, raisins, croutons, cucumbers, mushrooms, onion, cauliflower, peppers, tomatoes

CHEESES:

Cheddar, Monterey Jack, mozzarella

DRESSINGS:

Balsamic vinaigrette, honey mustard vinaigrette, ranch, Caesar, raspberry vinaigrette, orange balsamic

SOUP/SALAD/SIDES:

Fruit salad, pasta salad, house chips & UWM dip, poblano bean chili, beef chili, chicken & rice soup

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BUFFETS

30 person minimum required for all buffets.

BBQ SANDWICH BUFFET\$13/Person

Buffet includes sloppy joe meat or BBQ lentils served on a hamburger bun, Memphis BBQ and Kansas BBQ Sauce, mac and cheese, and coleslaw. Served with ice water.
(Gluten free hamburger bun available upon request).

PASTA BUFFET\$14/Person

Buffet includes pasta, alfredo and marinara sauce, meatballs, chicken, grated Parmesan cheese, breadsticks, and a house salad. Served with ice water.
(Gluten free pasta available for \$3/Person).

THAI CURRY BUFFET\$13/Person

Buffet includes rice, Thai chicken, ginger tofu, Panaang curry sauce, green curry sauce, green beans, carrots, red peppers, chopped cilantro, cabbage, and green onions. Served with ice water.

BURRITO BOWL BUFFET\$12/Person

Select two proteins, one type of rice, and one type of bean.

Buffet includes lettuce, onions, tomatoes, chihuahua cheese, sour cream, and charred red salsa. Served with ice water.

PROTEINS: Adobo chicken, seasoned taco meat, Beyond taco meat, carnitas, fajita peppers & onions
(Add another protein for \$5/Person)

RICE: Basmati rice, cilantro lime rice, brown rice
(Add another rice for \$3/Person)

BEANS: Black beans, refried pinto beans
(Add another bean for \$2/Person)

DIP ADD-ONS: (\$2/Person)
Salsa verde, pico de gallo, white queso



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CROWD PLEASERS

— PIZZA —

Serves 6-8. Served with ice water.

- 16" TRADITIONAL PIZZA** \$25/Pizza
Pepperoni, sausage, or cheese.
- 16" CAULIFLOWER CRUST PIZZA** \$30/Pizza
Pepperoni, sausage, cheese, or vegan cheese.
- GARLIC PIZZA STICKS** \$15/Pizza



— PARTY SUB | \$50/SUB —

Serves 8. Served on French bread with housemade ranch potato chips and ice water.

VEGETARIAN PARTY SUB

Lettuce, tomato, red bell peppers, cucumber, hummus, and provolone cheese.

ROASTED TURKEY & PROVOLONE PARTY SUB

Shaved turkey breast, provolone cheese, lettuce, tomato, red onion, and pesto mayonnaise.

SWEET APPLEWOOD HAM & SWISS PARTY SUB

Shaved ham, Swiss cheese, lettuce, tomato, red onion, and garlic aioli.

BLT PARTY SUB

Bacon, lettuce, tomato, and mayonnaise.

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HORS D'OEUVRES

BONE-IN CHICKEN WINGS\$60/Three Pounds

Includes three pounds of wings, one sauce, one dip, celery, and carrots.

SAUCES: Frank's Red Hot, sweet & sour, Memphis BBQ (smoky & sweet), sesame sauce

DIPS: Ranch, bleu cheese

COCKTAIL MEATBALLS\$45/Three Pounds

Includes three pounds of meatballs tossed in a choice of sauce.

SAUCES: Memphis BBQ, Swedish sauce

MINI VEGGIE SPRING ROLLS\$24/Dozen

Served with sweet & sour sauce.

COCKTAIL SANDWICHES\$48/Dozen

Minimum of one dozen of one type.

ROASTED TURKEY & PROVOLONE

Turkey, provolone, pesto mayonnaise on a slider bun.

SWEET APPLEWOOD SMOKED HAM & SWISS

Ham, Swiss cheese, garlic aioli on a slider bun.

BLT

Bacon, lettuce, tomato, and mayonnaise on a slider bun.

VEGGIE

Hummus, lettuce, red bell pepper, cucumber and provolone cheese on a slider bun.



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SNACKS

Add a dip or spread to any snack.

GOLDFISH CRACKERS \$20/Box

31 oz. box. Serves 20-24.

HOUSEMADE POTATO CHIPS \$12/Pound

Serves 10-12.

TORTILLA CHIPS \$12/Pound

Serves 10-12.

TRAIL MIX \$18/Pound

Assorted dried fruits, chocolate pieces, and fancy mixed nuts.

Serves 10-12.

MIXED NUTS \$35/Pound

Serves 12-16.

PUPPY CHOW \$25/Pound

Serves 12-16.

GARDETTOS \$10/Pound

Serves 12-16.



— PACKAGED SNACKS —

SNACK PACKS \$1.50/Each

NATURE VALLEY GRANOLA BARS \$1.50/Each

KIND BARS \$3/Each

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PLATTERS, DIPS, & SPREADS

— PLATTERS —



SMALL PLATTER (S)

Serves 10



MEDIUM PLATTER (M)

Serves 25



LARGE PLATTER (L)

Serves 50

FRUIT PLATTER \$55/S | \$82/M | \$110/L

Assortment of fresh cut fruit.

CRUDITÉ PLATTER \$50/S | \$80/M | \$105/L

Assortment of fresh-cut vegetables.

Add a dip from Dips & Spreads.

TACO DIP PLATTER \$50/S | \$75/M | \$105/L

Seasoned cream cheese, shredded cheese, shredded lettuce, diced green onions, black olives, and diced tomatoes.

Served with tortilla chips.

CHEESE & SAUSAGE PLATTER (BOAR'S HEAD) \$165/S | \$250/M | \$335/L

Sliced summer sausage, genoa salami, Vermont mild cheddar, gruyere, mixed nuts, dried fruit, assorted crackers, and deli mustard.

ADD-ONS:	Italian Tapenade..... \$12/Jar	Honey Mustard..... \$12/Jar
	Apricot Spread \$12/Jar	Deli Mustard \$12/Jar
	Fig Spread..... \$12/Jar	Olives Jubilee..... \$15/Jar

— DIPS & SPREADS —

HUMMUS \$16/Pint

Roasted garlic or red bell pepper.

UWM DIP \$15/Pint

SPINACH & ARTICHOKE DIP \$30/Quart

Served with sliced baguette.

SALSA \$17/Pint

Charred red, salsa verde, pico de gallo, or white queso.

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DESSERTS

— BARS | \$18/DOZEN —

BROWNIES

With powdered sugar.

FLOURLESS BROWNIES

With chocolate ganache.

OREO BROWNIES

With Oreo crumbles, cream cheese, and marshmallows.

RICE KRISPIE BARS

Dipped in chocolate.

STRAWBERRY OAT FRUIT BARS

MONSTER BARS

With peanut butter, chocolate chips, oats, and M&M's.

SIX LAYER BARS

Graham cracker crust topped with chocolate chips, butterscotch, pecan, and coconut with sweetened condensed milk.

— SPECIALTY DESSERTS —

PANTHER PAWS\$36/Dozen

Sugar cookies with milk chocolate, gold icing, and gold sugar sprinkles.

VEGAN/ GLUTEN FREE OATMEAL RAISIN COOKIE\$36/Dozen

UWM CUPCAKES\$15/Dozen

Mini yellow cupcakes with chocolate fudge frosting and gold sprinkles.

— COOKIES | \$20/DOZEN —

CHOCOLATE CHUNK

SUGAR

WHITE CHOCOLATE CRANBERRY

SALTED CARAMEL

PEANUT BUTTER

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DESSERTS

— SHEET CAKES —

Requires at least 3 weeks' notice to order. All cakes are priced at market value.

Flavors: Chocolate, Yellow, & Marble (with Buttercream frosting)



HALF SHEET
Serves 48



FULL SHEET
Serves 96

UNDECORATED

HALF SHEET \$90

FULL SHEET \$175

DECORATED (Starting Rate)

HALF SHEET \$140

FULL SHEET \$225

ICE CREAM SOCIAL **\$285/50 Guests**

Minimum 50 people. 1 attendant required per 50 guests. Includes vanilla ice cream, chocolate sauce, yellow jimmies, and whipped cream. *Served with ice water.*



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ALCOHOL & BAR SERVICE

— ALCOHOLIC BEVERAGES —

DOMESTIC BEERS & MILLER PRODUCTS..... \$5/Each

Assorted 12 oz. cans and bottles.

IMPORT & PREMIUM BEERS..... \$7/Each

Assorted 12 oz. cans and bottles.

WINE..... \$8/Glass | \$40/Bottle



— BAR SERVICE —

20|20 Catering serves local beer and wine by two or more trained bartenders.

CASH BAR:

Event attendees pay for their own drinks. Event host pays for **bar fees** and any unmet **minimum sales**.

TALLY BAR:

Event host will pay for all **drinks, bar fees**, and/or unmet **minimum sales**.

BAR FEES: Fees include bartender labor, set-up, tear down, and supporting services.

Fees are calculated per bartender and begin at a 3-hour minimum.

\$300 + \$100/additional hour

MINIMUM SALES: \$200.00 In Student Union, \$400.00 Outside St. Union

All bars require adequate on-site table space and electrical/networking capabilities.

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RECOMMENDED ORDERING TIMELINE

30 + DAYS PRIOR TO EVENT

- Reserve the event location and begin planning your conference/meeting
- Begin planning marketing and promotion efforts for your event
- Begin the invitation and RSVP planning for your event
- Discuss and secure funding for your event

30 DAYS PRIOR TO EVENT

- **Meet with a catering coordinator to begin the planning process.** After arrangements have been made:
- Please review the Confirmation of your order carefully to make sure all details are correct
 - » Location, Time, Menu, Service
- Begin a Payment Authorization & Event Justification Form (PAEJ)
 - » Included with the emailed reservation
 - » *Note: Although the planning will proceed (unless otherwise notified) before PAEJ completion, the catering order cannot be confirmed until the PAEJ is received.*

14 DAYS PRIOR TO EVENT (10 WORKING DAYS)

- IT staff will need access to spaces requesting point of sale transactions (bar service) no less than 2 weeks prior to service to verify network connectivity.
- Catering and IT staff will require regular access until the service date for testing purposes.

7 DAYS PRIOR TO EVENT (5 WORKING DAYS)

- **Catering reservation confirmation deadline**
 - » The reservation will not be confirmed until receipt of the PAEJ

All changes to the reservation, final attendance, and payment are due by noon no later than 7 days prior to the first date of service, or catering order cancellation deadline.

1 – 3 DAYS PRIOR TO EVENT

- If the event is occurring on a weekend, the site must be tested for connectivity the last regular business day prior to the event between the hours of 9am-3pm.

DAY OF EVENT

- UWM 20|20 Catering strives to have events set 15-30 minutes prior to the start of service, and strives to have the service cleared 1 hour after the event time concludes.

Timelines in this document are recommended. Shorter lead-times may be possible upon inquiry.

Any new catering reservations made fewer than seven days prior to the event will be evaluated by our team to determine achievability.

REGULATIONS

NOTICE: Consuming raw or undercooked meats, poultry, seafood, shellfish, or eggs may increase risk of food-borne illnesses.

For small reservations or cost-saving benefits, note the asterisked menu items available for pickup or drop-off. These orders do not include linens, set-up, or tear down.

In accordance with the Alcoholic Beverages Guidelines for Service and State Regulations, UWM Dining & Retail Services is responsible for all sales of alcoholic beverages in approved designated campus areas at UWM. If cash sales or tally sales do not reach the minimum, the client will be required to pay any balance due on the bar minimum.

Due to market volatility, situational need, and/or force majeure, UWM Dining & Retail Services may need to modify, reschedule or cancel service(s). UWM Dining & Retail Services is highly dedicated to the health and wellbeing of residents, staff, and other members of the UWM community and will accommodate as possible to serve our campus.

All active orders/reservations in process by the 7th day prior to service will be treated “as is” and will be produced and fulfilled as ordered. Therefore, the order/reservation will be billed accordingly.

If applicable, a late-change fee will be assessed, calculated as a percentage of the whole event catering cost. See Schedule A for details.

Failure to comply with applicable rules, regulations and policies herein may result in a \$150 Catering Policy Violation Fee assessed on the reservation.

FEE DETAILS

5-DAY CANCELLATION:

Orders/reservations not confirmed by noon, 5 business days prior to the event, will incur a cancellation fee calculated as a percentage of the whole event catering cost. See Schedule B for details.

5-DAY LATE SCHEDULING PENALTY:

Orders/reservations originated after noon, 5 business days prior to the event, that are deemed achievable, will be assessed a fee calculated as a percentage of the whole event catering cost. See Schedule A for details.

CANCELLATION FEE:

Any order/reservations cancelled three or fewer business days from the event will incur a cancellation fee will be assessed a fee calculated as a percentage of the whole event catering cost. See Schedule B for details.

SCHEDULE A: — LATE CHANGE & LATE ADDITION FEES —

DAYS PRIOR TO EVENT <i>(Business days)</i>	SERVICE FEE	MAXIMUM PENALTY <i>(Up to)</i>
4	5%	\$300.00
3	10%	\$400.00
2	15%	\$500.00
1	25%	\$600.00

SCHEDULE B: — CANCELLATION —

DAYS PRIOR TO EVENT <i>(Business days)</i>	SERVICE FEE	MAXIMUM PENALTY <i>(Up to)</i>
4	5%	\$400.00
3	10%	\$600.00
2	25%	\$800.00
1	50%	\$1,000.00

FEE DETAILS

— LABOR FEES —

1. CATERING LABOR

- a. Calculated at 20% of the entirety of a catered reservation.
- b. Includes preparation, set-up, service, and tear down of a catered event.

2. ATTENDANT LABOR

- a. Attendants are billed at an hourly rate of \$35/hour (3 hour minimum).
 - i. *Minimum includes 1 attendant for 1 hour of service plus set-up and take-down.*
- b. Attendant needs and numbers will be assessed and determined on an individual event basis by your UWM 20|20 Catering Planner.

3. BARTENDER LABOR

- a. Bartenders are billed at an hourly rate of \$50/hour (6 hour minimum).
 - i. *Minimum includes 2 bartenders for 1 hour of service plus set-up and take-down.*
- b. Bartender needs and numbers will be assessed and determined on an individual event basis by your UWM 20|20 Catering planner.

4. DELIVERY

- a. A delivery fee of \$100 will be assessed for all catered events serviced outside the UWM Kenwood Campus.
 - i. *Within: E. Edgewood Ave to E. Kenwood Blvd., and N. Downer Ave. to N. Cramer St.*
- b. The delivery fee will be assessed on an individual event basis.
- c. The delivery fee will be waived for events that exceed a food order of \$5000.

— GENERAL FEES DETAILS —

1. DIRECT SERVICE FEE

- a. UWM 20|20 Catering will forward all costs of goods and service provisions on an event-by-event basis to the host as needed.
- b. These fees will be detailed in advance of the event, whenever possible, in a reservation confirmation containing detailed service information and itemized costs.
- c. The event costs and fees, as they exist 7 days prior to the event date, will be delivered and billed as listed unless alternative arrangements are made directly with a UWM 20|20 Catering Planner.
- d. Changes, cancellations, or additions made less than 5 days prior to an event are subject to new fees and penalties, and may be added at the discretion of the UWM 20|20 Catering Planner.

2. 3RD PARTY VENDOR HANDLING FEES

- a. UWM 20|20 Catering is an important administrator of food policy and safety at UWM, and those responsibilities often apply to 3rd party food products served on campus. When a host is serving a 3rd party menu (or menu items) UWM 20|20 Catering provide:
 - i. *Communication with the vendor*
 - ii. *Dock delivery set-up*
 - iii. *Proper handling of the food*
 - iv. *Payment of invoices to the vendor*
 - v. *If/when UWM 20|20 Catering is required to source a menu (or menu items) from a third party, the host will be charged an additional 20% of that outsourced menu's food charges.*

FEE DETAILS

- b. Plates, linens, and delivery fees are excluded from the calculation of this fee.

3. FOOD SAFETY VIOLATION FEE

- a. In accordance with the Milwaukee Health Department and dining industry standards, UWM 20|20 Catering does not allow the release of time temperature controlled leftover food to clients or guests.
- b. The catering staff has been instructed to decline any requests for leftover food or to-go containers.
- c. If time temperature-controlled food has been removed from the event, a food safety violation fee of \$100 may be assessed.

4. CATERING POLICY VIOLATION FEE

- a. [UWM SAAP-6-3](#)
- b. Failure to comply with UWM SAAP 6-3 may result in a \$150 Catering Policy Violation Fee assessed on the reservation.

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Your Catering Coordinator can best serve you when provided quality information about the hosting department(s)/unit(s), the specific event(s), and the diners/guests who will be participating in the program. Please review and be prepared to discuss the following:

EVENT DETAILS

1. BOOKING SPACES:

- a. UWM Catering does not reserve, book or hold space for event usage. Please work with the appropriate events or reservations office to secure your reservation.
- b. Spaces eligible for catering service and delivery will require the following:
 - i. *Space is available and appropriate for food service preparation and service.*
 - ii. *UWM Dining & Retail Services (Catering) has access to the building, prep and serviced locations at least two hours prior to the event.*
 - iii. *Adequate tables are reservable, accessible, and appropriate to the space.*
 - iv. *The preparation and service spaces have access to running water and electricity.*

2. LOCATIONS

- a. UWM Student Union & Outdoor UWM Campus Spaces
 - i. *Union Event Services*
 - ii. *414.229.4828*
 - iii. *Please indicate a desire for catering/food service with space request.*
- b. Academic Facilities
- c. Peck School of the Arts Facilities
- d. Other

3. DATE & TIME:

- a. Secure event date more than 30 days prior to your event date.
- b. Reserve at least one additional hour before and one additional hour after your event times for preparation and take-down.

GUEST & DINING INFORMATION:

GUEST COUNT, DIETARY INFORMATION, MENU STYLE, SERVICE STYLE

1. GUEST COUNT TIMELINE:

- a. 30 + days prior to event – Approximate guest count (+/-50 people):
- b. 10 working days prior – Refined guest count (+/- 20 people):
- c. 7 working days – Final guest count
- d. UWM 20|20 Catering does not plan for walk-in or non-registrant dining at your catered function. All additions, changes, and accommodations made after the final guest count is determined may incur additional charges.

2. ORDERING MINIMUMS:

- a. All full-service catering reservations require a minimum food order. If the minimum is not met, UWM 20|20 Catering will provide services for a fee that covers the difference until the minimum is met.
 - i. *All buffets have a 30-person minimum.*
 - ii. *Individual menu items may also have a minimum amount that is required for ordering. Please see menu for details.*

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- iii. *Bar/Alcohol Service sale minimums are determined by location, and hosts will be assessed any remaining minimum balance due after sales are tabulated.*

3. DIETARY NEEDS & PREFERENCES

- a. Please discuss any allergens or dietary needs with your Catering Coordinator.
- b. UWM 20|20 Catering provides some guidance and information regarding allergen and dietary information on the catering menu, with additional information available at UWM NetNutrition.

HOSTING DEPARTMENT(S)/UNIT(S): (DEPARTMENT/GROUP, PLANNING CONTACT, BUDGET, FUNDING SOURCE)

1. HOST

- a. Each catering event must be booked under a single responsible entity who will uphold the obligations, responsibilities, and costs of the order.
- b. UWM 20|20 Catering can list additional sponsors and co-hosts but will not hold them accountable for the entirety of the order.

2. PLANNING CONTACT

- a. The event host must designate a responsible individual as an official liaison and representative for final decisions throughout the planning and event delivery processes.

CHARGES & PAYMENT

3. SALES TAX

- a. All reservations are subject to an 8.4% sales tax unless payment is made through an approved University account.
- b. If your organization is tax exempt, submit a copy of your Wisconsin State Tax Exempt Certificate when submitting the Payment Authorization & Event Justification Form.

4. ACCEPTED FORMS OF PAYMENT:

- a. Check (including UWM Foundation)
- b. Credit card
 - i. *Visa, MasterCard, Discover, or American Express.*
 - ii. *Credit card payments will be assessed a 2.5% surcharge.*
- c. UWM Direct Charge
 - i. *PAEJ Form: The Payment Authorization & Event Justification Form is acknowledgment of payment and policies as well as justification for serving food/beverages when a UWM department funding string is used for payment.*
 - ii. *If paying with UWM direct charge and state meal maximums are exceeded, another form of payment is required. If payment is made via a personal cash, check, or credit card, sales tax will be assessed.*

5. CHARGES: UWM 20|20 CATERING RESERVES THE RIGHT TO CHARGE ACCORDINGLY FOR THE FOLLOWING SERVICES AND GOODS:

- a. Consumable products (food, service, and preparation)
- b. Labor
 - i. *Block time – predetermined based on terms of service chosen.*
 - ii. *Hourly*
- c. Fees
 - i. *Direct service fees (misc.)*
 - ii. *3rd Party handling/liaison fees*
 - iii. *Penalties*

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SERVICE OPTIONS

1. DINNERWARE

- a. Compostable Dinnerware and Utensils
 - i. *Break/Reception/Station = \$.55/per person*
 - ii. *Buffet = \$1.10/per person*

2. LINEN

- a. Indoor catered events include tablecloths and skirting for the catering table(s) at no additional charge.
- b. Additional linens for dining tables or other event tables can be ordered as follows:
 - i. *Tablecloths = \$10/each*
 - ii. *Skirting = \$20/each*

3. PICKUP & DROP-OFF ORDERS (UPON REQUEST)

- a. Pickup Order
 - i. *Items are picked up from the UWM 20/20 Catering Office*
 - ii. *Requires a minimum food order of \$100*
 - iii. *Pickup Fee = 10% of order total*
 - iv. *Does not include linens, set-up, or tear down.*
- b. Drop-Off Order
 - i. *Items are dropped off at your event location*
 - ii. *Require a minimum food order of \$200*
 - iii. *Drop-Off Fee = 15% of order total*
 - iv. *Does not include linens, set-up, or tear down.*

4. BAR SERVICE

- a. UWM Restaurant Operations is responsible for all sales of alcoholic beverages in approved designated campus areas at UWM.
- b. Local liquor, beer, and wine.
- c. Non-alcoholic beverages are always provided.
- d. Includes high quality disposable cups.
 - i. *Cash Bar (credit/debit cards only)*
 - » *Guests pay for their own drinks.*
 - ii. *Tally Bar*
 - » *The host is responsible for the cost of all drinks.*
 - » *Drinks are tallied by the bartenders as served.*