



Catering Menu

(414) 227-3195 or visit uwm.edu/sce-conferencecenter

**Available at the
School of Continuing Education
Conference Center**

January 30, 2018 (Effective 2/1/18)



**School of Continuing Education Conference Center
University of Wisconsin-Milwaukee**

East End Cafe Catering Guidelines and Menu

Both the Conference Services staff and the staff of the East End Café Catering look forward to arranging the meal needs for your upcoming course or event. We offer morning and afternoon break packages, luncheon buffets, wait-served lunches, dinners and receptions. In keeping with the ambiance of our conference facility, most meals and refreshments are served on china with glass stemware, and on skirted linen-covered serving tables.

We encourage you to let the Conference Services office know about your food needs as soon as possible at (414) 227-3195. We also ask that you read over the Catering Guidelines below to better understand how our facility operates its food and beverage service. Thank you for your consideration, we look forward to providing your course or event.

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East End Cafe Catering Guidelines

- Food and beverage selections, and an **estimated guest-count**, must be received two weeks prior to the start of the event. A late charge of \$25.00 will be assessed for each break and meal ordered less than two weeks prior.
- A **guaranteed count** must be received two business days prior to the event. For SCE courses with standard catering, the guaranteed count will be determined 48 hours prior to the class start date, based upon the number of registered students in Ungerboeck at that time with 1 being added to the total for breaks and 2 for lunch. You will be charged for the number guaranteed, or the number served, whichever is greater.
- The **guaranteed count** may be adjusted by up to 10% for lunches and afternoon breaks, up until 9:15 am on the day of the services. Adequate food for more than 10% above that count may not be available.
- Notice of any special dietary requirements (especially food allergies) must be received 9:15 am on the day of the course or event. Please call the conference services office at 414-227-3195 or simply 3195 on the in-room phone.
- A minimum of 20 guests total for all events is required for a buffet service. If there are not enough guests to meet the minimum, participants will be instructed on how to order from the Downtown Café menu and will be able to visit the Café's soup and salad bar.
- No food may be carried out of the dining room.
- Catered functions running past 5:00 PM, Monday-Friday are subject to a \$25/hour surcharge, with a one hour minimum. Catered functions running on Saturday or Sunday are subject to a \$25/hour surcharge with a five hour minimum.

- An **18% service charge** will be added to food and beverage purchases where the paying entity is not within the School of Continuing Education. Sales tax will be added when applicable.
- Morning refreshments and food will be refreshed at 10 am each morning and removed at the scheduled lunch break.
- In-room lunch or dinner service will be subject to an additional \$3.00 per person fee.
- All break packages have been priced so as to offer the most popular items at the most economical prices, while still covering our costs. Additional items can be added to any of the packages for the additional cost of the item only. If items other than coffee and soft drinks are ordered a la carte, or if substitutions are requested, there will be \$1.50 per person special order charge.
- Prices are determined with the expectation that unused items that are in fact reusable (unopened soft drinks, bagged snacks, wrapped nutrition bars, whole fruit and so on) will be collected by the catering staff after the event and reused. Removal of the items by program coordinators and staff is not permitted as these items remain State of Wisconsin property. Programmers may take non-reusable break items (donuts and bagels, sliced fruit or cookies) back to their work area after program participants have finished with them for their personal consumption or to share with their department colleagues. Any trays or baskets removed from the 7th floor **MUST** be returned to the kitchen later that day and food should not be left out overnight. Please do not return these items to a classroom or leave them on tables or credenzas outside the rooms.
- All food and beverage served in the conference facility, regardless of the floor, must be coordinated through the Conference Services office and be provided by the East End Café Catering. Departments/Groups that are found to have brought in outside food are subject to a penalty charge equal to the cost of the food had they purchased it through the East End Café Catering. The East End Café is the exclusive caterer for the School of Continuing Education Conference Center, but in cases where an exception to this rule is granted, any outside caterer must be on the Purchasing Departments list of approved University Caterers. You may call (414) 227-4301 or (414) 227-4077 to request the current list.
- There is a \$200.00 minimum on hors d'oeuvres orders for receptions.
- Alcoholic beverage service must be approved by, and is allowed at the discretion of, the Conference Services Office and must be provided by a licensed and insured outside vendor.
- This menu book replaces those dated July 1, 2017 and all earlier versions. All prices and specific menu items are subject to change without notice.



East End Cafe Catering Refreshment Break Options

Standard AM Break Package (\$7.50 per person)

- Assorted Juices, Soft Drinks and Carbonated Waters
- Brewed Regular & Decaffeinated Coffee
- Herbal & Regular Tea Packets with Hot Water
- Plain Bagels with Assorted Cream Cheeses
- Sweet Item of the Day (a rotation of Muffins, Kringle and Scones)

Standard PM Break Package (\$5.00 per person)

- Assorted Soft Drinks and Carbonated Waters
- Brewed Regular & Decaffeinated Coffee
- Herbal & Regular Tea Packets with Hot Water
- Your choice of: An assortment of Bagged Snacks and Snack Bars **OR** Fresh Baked Cookies

Simpler AM Break Package (\$5.00 per person)

- Assorted Juices
- Brewed Regular & Decaffeinated Coffee
- Herbal & Regular Tea Packets with Hot Water
- Your choice of: Plain Bagels with Assorted Cream Cheeses **OR** Sweet Item of the Day (a rotation of Muffins, Kringle and Scones)

Standard or Simpler Break Additions (may be added a la carte to Standard or Simpler packages)

- Assorted Yogurts (\$1.50 per person)
- Whole Fresh Fruit Assortment (\$1.50 per person)
- Sliced In-season Fruit Assortment (\$2.50 per person)
- Fresh Baked Cookie Assortment (\$1.50 per person)

Beverage Service Only

- Coffee Service Only, includes regular, decaffeinated and tea (\$2.00 per person)
- Soft Drink Only Service, includes assorted canned soft drinks and carbonated waters (\$1.75 per person)

East End Cafe Catering State Limited Rates

For events that are governed by the rules limiting costs to the state limited meal rates the following rates apply:

- Standard AM break (\$7.50 per person)
- Standard PM break (\$5.00 per person)
- Lunch (\$14.00 per person)
- Dinner (\$17.00 per person)

East End Cafe Catering Lunch Buffet Options

Standard Lunch Buffet (\$14.00 per person)

The standard lunch buffet includes a weekly rotation of hot entrée options or a Soup, Salad, Sandwich & Pasta Bar. The menu rotation starts on the first weekday of each month. Hot entrees are offered on Mondays, Wednesdays & Fridays and Soup, Salad, Sandwich & Pasta Bar are offered on Tuesdays and Thursdays. Saturday menus will be determined by the kitchen staff as necessary.

Mondays, Wednesday and Fridays include:

- Beverages (assorted soft drinks, iced tea, milk, coffee or tea)
- Two Soups
- Smaller Salad Bar
- Two hot entrees and a vegetarian offering
- A cookie plate on each table

Tuesdays and Thursdays (for less than 75 total diners) include:

- Beverages (assorted soft drinks, iced tea, milk, coffee or tea)
- Two Soups
- Larger Salad Bar
- Build Your Own Sandwich Station (with assorted cold cuts, cheeses, breads and condiments)
- Pasta with sauces
- A cookie plate on each table

Menu Rotation

The menu rotation will start on the first weekday that occurs in the 1st Week of Month and the hot entrée schedule will be:

1st Week of the Month

Monday

Tomato Basil Chicken
Meatloaf
Vegetable Pasta Sauté

Wednesday

Chicken Broccoli Alfredo
Panko Crusted Cod
Wild Grains

Friday

Roasted Chicken & Stuffing
Sheppard's Pie
Pesto Cavatappi

2nd Week of the Month

Monday

BBQ Chicken
Salisbury Steak
Pasta with Lemon Wine Sauce

Wednesday

Chicken Piccata
Beef Enchiladas
Tomato Basil Pasta

Friday

Chicken Parmesan
Pulled Pork
Mushroom Grains

3rd Week of the Month

Monday

Fried Chicken
Pot Roast
Vegetable Stir Fry

Wednesday

Chicken Allison
Mostaccioli and Meat Balls
Exotic Grains

Friday

Italian Baked Chicken
Beef Stroganoff
Vegetable Couscous

4th Week of the Month

Monday

Chicken Teriyaki
Swedish Meatballs
Vegetable Stir Fry

Wednesday

Basil Chicken
Cod Allison
Pasta Alfredo

Friday

Roast Chicken and Stuffing
Salisbury Steak
Pesto Cavatappi

5th Week of the Month

Monday

Tomato Basil Chicken
Beef Enchiladas
Pasta Alfredo

Wednesday

Chicken Piccata
Meatloaf
Vegetable Couscous

Friday

Chicken Allison
Panko Crusted Cod
Vegetable Fried Rice

Over 75 Diners Tues/Thurs

Tuesday

Salsa Chicken
Roast Beef & Gravy
Vegetarian Option TBD

Thursday

Ranch Chicken
Lemon Pepper Cod
Vegetarian Option TBD

East End Cafe Catering Customized Buffets

We will be glad to work with you on a custom buffet or served menu for your breakfast, lunch or dinner. Rates start at:

- Breakfast (\$12.00 per person)
- Lunch (\$14.00 per person)
- Dinner (\$17.00 per person)

East End Cafe Catering A la Carte Desserts

- Assorted Cookies (\$1.50 per person)
- Cupcakes (\$2.50 per person)
- Assorted Fruit Pies (\$2.50 per person)
- Assorted Cream Pies (\$2.50 per person)
- Assorted Cheesecakes (\$3.00 per person)



East End Cafe Catering Reception Options

There is a \$200.00 minimum on hors d'oeuvres orders for receptions.

Snacks

- Pretzels (\$10.00 per lb. or \$18.00 per lb. with dip)
- Kettle Chips (\$10.00 per lb. or \$18.00 per lb. with dip)
- Tortilla Chips with Salsa (\$12.00 per lb.)
- Fancy Mixed Nuts (\$16.00 per lb.)

Reception Platters

- Garden Fresh Vegetable Platter with Dill Dip (\$3.50 per person)
- Fresh Fruit Platter with Fruit Dipping Sauce (\$4.00 per person)
- Taco Dip Tray with Tortilla Chips (\$3.50 per person)
- Wisconsin Cheese Platter with Assorted Crackers (\$4.50 per person)
- Roasted Red Pepper Hummus with Pita Chips (\$3.50 per person)
- Spinach Dip served in a Bread Bowl (\$3.50 per person)

Chilled Selections

- Deviled Eggs (\$12.00 per dozen)
- Cucumber Canapés (\$11.00 per dozen)
- Bruschetta (\$13.50 per dozen)
- Salami Cornucopias (\$13.50 per dozen)
- BLT Tortilla Roll (\$13.50 per dozen)
- Assorted Slider Sandwiches (\$15.00 per dozen)

Hot Hors d' Oeuvres

- Boneless Chicken Wings with Boom Boom Sauce or Blue Cheese Dip (\$14.00 per dozen)
- Vegetable Egg Rolls with Sweet & Sour Sauce (\$13.50 per dozen)
- Mozzarella Cheese Sticks with Marinara Sauce (\$14.00 per dozen)
- Bacon Wrapped Water Chestnuts (\$15.00 per dozen)
- Spanakopita (\$15.00 per dozen)
- Teriyaki Chicken Skewers (\$15.00 per dozen)
- Italian Sausage Stuffed Mushrooms (\$15.00 per dozen)
- Cocktail Meatballs, choose from: BBQ, Sweet & Savory, Swedish or Marinara (\$16.00 per pound)
- Assorted Sausage Bites with Fancy Mustards (\$14.00 per pound)



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Available Upon Request

- Mini Beef Wellingtons
- Jumbo Shrimp Cocktail Shooters
- Chicken Satay with Thai Peanut Sauce
- Bacon Wrapped Scallops
- Mini Quiche
- Brie with Raspberry and Almond Filo Dough
- Special Occasion Cakes and Cupcakes
- Hand Dipped Chocolate Covered Strawberries
- Mini Cheesecakes

Alcoholic Beverage Service

Alcoholic beverage service must be approved by, and is allowed at the discretion of, the Conference Services Office and must be provided by a licensed and insured outside vendor.

East End Cafe Catering Information

The East End Café Catering is provided by the Kenosha Achievement Center (KAC), Inc. The mission of KAC is to create opportunities for the personal growth and success of persons with special needs. KAC does this by removing barriers, changing perceptions. KAC, Inc. is a Community Service Organization committed to continuously improve and maximize internal and external customers' satisfaction with the services and products we provide.

The UWM School of Continuing Education (SCE) creates innovative and accessible lifelong learning opportunities that support individual, organizational and community development through educational programming, consulting and applied research. SCE is a driving force in Southeastern Wisconsin, throughout the rest of the state and beyond.

We are proud to have KAC, Inc. as a contracted partner in accomplishing that mission.

