
THE
UNIVERSITY CLUB

Wedding & Rehearsal Dinner
PLANNING GUIDE



OUR COMMITMENT TO YOU

For over 100 years, The University Club has provided newlyweds with an unforgettable experience that can only be found in the heart of Madison, Wisconsin.

The Club sits proudly at the end of State Street, just across from Lake Mendota and the Memorial Union; a picturesque location that provides the perfect backdrop for your special day. Inside The Club you'll find an intimate yet vibrant space that is truly second to none. Three large rooms, featuring Tudor inspired architecture, create a charming ambiance that will whisk you and your loved ones away for the evening.

A wedding reception at The University Club is an experience unlike any other: one steeped in history and tradition. We are excited for the opportunity to continue this tradition, and to share with you the joy that The Club has given to so many others.

Our talented wedding staff embraces The Club's celebrated tradition of impeccable service, exceptional cuisine, and precise attention to detail. You will receive expert guidance during the wedding planning process and flawless execution the day of the wedding ensuring a stress free day for you and yours.

BOOKING FEE AND MEMBERSHIP DUES PACKAGE		
FRIDAY	SATURDAY	SUNDAY
\$500	\$1000	\$500

- Your booking fee includes exclusive use of The University Club for 6 hours.
- We are more than happy to provide linens, napkins, votive candles, a microphone for toasts, and vases for floral at no extra charge.
- Our wedding staff will personally place all centerpieces, place cards, favors, your guest-signing book and anything else you may be bringing to the venue. Simply bring it to us a few days before and we will take care of the rest.
- Our space comfortably fits groups large and small. We can accommodate up to 175 guests for dinner and 250 for receptions.
- A projection screen, amplifier, projector and speaker system are available to rent.

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WEDDING PACKAGES

Priced per person

THE FRESHMAN WEDDING PACKAGE..... \$58

- 4 hours of bar service to include house liquor
a red & white wine of house choosing, soda,
& draft beer (Spotted Cow, Miller Lite, or Capital Amber)
- 4 Hors d'oeuvre platters of your choosing
at \$140 price point or less
- Choice of 2 entrées from the list below:
Roasted Vegetable Gnocchi, Cranberry Chicken, Pork Prime Rib,
Burgandy Short Ribs, Almond Encrusted Cod, or Roast Sirloin Steak
- Dessert handling fee

THE SENIOR WEDDING PACKAGE..... \$78

- 4 hours of bar service to include call liquor
a red & white wine of house choosing, soda & draft beer
- 4 Hors d'oeuvre platters of your choosing
- 2 Butler passed hors d'oeuvres of your choosing
- Choice of 2 entrées from list above
- Choice of champagne or wine served with dinner
- Dessert handling fee
- 2 Late night appetizers of your choosing (including pick 2 for late night snack)

THE GRADUATE WEDDING PACKAGE..... \$98

- 4 hours of bar service to include premium liquor
premium wines, soda, bottled beer, & draft beer
- Butler passed wine, champagne, or signature cocktail at arrival
- 4 Hors d'oeuvre platters of your choosing
- 2 Butler passed hors d'oeuvres of your choosing
- Premium seasonal salad
- Choice of any 3 entrées
- Choice of champagne or wine served with dinner
- Dessert handling fee
- 2 Late night appetizers of your choosing (including pick 3 for late night snack)
- The Ultamite Surf & Turf available for an additional cost

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 carmalized 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	
Duck Spoon 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

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

Petrade 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

Confit Duck Leg

A confit duck leg with orange 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 fettucine 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
Fresh Baked Pie with Whipped Cream.....	\$5
Tart Cherry. Cinnamon Apple. Blueberry. Peach	
Door County Cherry Cheese Cake.....	\$6

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
- Chopped nuts

Country Pie Display..... \$7

Choose 3. Served with fresh berries and whipped cream

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

LATE NIGHT APPETIZERS

Priced per platter. Full platters serve approximately 50 people.
Some platters can be made into 1/2 & 1/4 platters

Sweet Tooth..... \$75
Assortment of house made cookies with milk

Stadium Nachos (v)..... \$100
Fire roasted tomato salsa, nacho cheese, sour cream, guacamole and tortilla chips
With Chicken or Beef..... \$150

Boneless Chicken Wings..... \$140
Fried boneless chicken wings with bleu cheese, hot sauce and celery sticks

Beer Battered Cheese Curds..... \$150
Hand battered cheese curds with house made ranch dressing

Sliders..... \$160
An assortment of miniature sliders

Assorted Hand Tossed 12" Pizzas..... \$16

LATE NIGHT SNACKS

Mini brats, french fries, sliders, cheese curds

Pick 2..... \$5 PER PERSON

Pick 3..... \$7 PER PERSON

THEMED REHEARSAL DINNERS

All dinners include house-made breads, water, coffee, and hot tea.
Rehearsal dinners can be served buffet style (minimum 30 people) or family style.
Priced per person

WISCONSIN TAILGATE \$20

Burgers and grilled chicken breast with house made Kaiser rolls, potato chips, potato salad, fresh fruit and a mixed greens salad

WISCONSIN FISH FRY \$22

Beer battered and baked cod with potato pancakes, seasonal fresh vegetables, coleslaw, tartar sauce, apple sauce, pretzel bread and a mixed greens salad.
Add fried chicken for an additional \$2 per person

WEDDING TASTINGS

Maximum 4 guests included per \$60 fee.

All tastings served with a mixed greens salad, house made bread, butter, water, coffee, and hot tea. Select three dinner entrées paired with our chef's choice starch and vegetable. All dietary restrictions will be handled per chef upon request. Any additional entrées are priced in full. A complimentary chef's choice dessert will be offered to finish your meal.

At this time, you're encouraged to solidify and focus your menu choices down to what you'd like to serve on the day of your Wedding.

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/Sparkling Wine\$5 / \$30

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

SPIRITS

Premium Cocktail\$8-\$11
Selection of high end spirits and scotches

Call Brand Cocktails.....\$6
Includes: Kettle One, Tanqueray, Bacardi Rum, Captain Morgan, Makers Mark, Jack Daniels, Johnnie Walker Red, Korbel Brandy, and a rotating selection 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_____