



**Menus and pricing are subject to change.
Custom menus can be created to suit your needs.**

**Please contact UMaine Catering for details:
207.581.4718.**

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BEVERAGES

Beverages Per Gallon (Note: one gallon is ~ 15 servings)

Carrabassett Coffee (Regular or Decaf)	\$14.00
Hot Water w/Tea, Herbal Tea, Hot Chocolate	\$12.75
Hot Chocolate	\$12.75
Brewed Hot Tea	\$12.75
Herbal Tea, Variety	\$12.75
Fruit Juices (Apple, Orange, Cranberry)	\$12.50
Cold or Warm Apple Cider	\$12.50
Lemonade	\$12.50
Iced Tea	\$12.50
Fruit Punch	\$12.50
Citrus Cooler Punch	\$12.50
Cranberry Sparkler Punch	\$12.50
Golden Punch	\$12.50

Individual Beverages

Canned Soda	\$1.75
Bottled Juice	\$2.00
Milk (2%, Skim or Chocolate)	\$1.50
Bottled Water	
16.9 oz	\$2.00
Liter	\$3.00

BREAKFAST BUFFETS

Minimum of 15

Continental Breakfast **\$5.75** per person
Organic Black Bear Blend Coffee, Assortment of Teas, Juices,
Assorted Pastries, Fresh Cut Mixed Fruit

To make your Continental Breakfast the Black Bear Breakfast, add from options listed below
(All items are based on a per person charge. Minimum 10 people.)

Breakfast Selections

Scrambled Eggs	\$2.28	Bacon	\$2.52
Quiche (Lorraine or Vegetable)	\$2.75	Sausage Patty	\$2.00
Pancakes	\$2.75	Turkey Sausage	\$2.20
French Toast	\$2.75	(Low Fat Link)	
Waffles and Syrup	\$2.75	Pork Sausage Link	\$2.20
Belgian Waffles	\$3.85	Ham	\$2.50
w/** Toppings		Canadian Bacon	\$2.80
Breakfast Sandwiches*	\$4.41	Home Fries	\$1.70
Egg and Cheese on English Muffin		Hash Browns	\$1.70
Egg, Cheese, and Sausage on English Muffin			

Eggs Benedict * \$5.00
*Available at Wells Conference Center only

** Belgium Waffles Toppings:
Strawberry or Blueberry (choose one),
Whipped Cream and Maple Syrup

Miscellaneous Breakfast Options

Mixed Fruit Salad, 1 pound (Serves 4)	\$8.00
Yogurt, Assorted (Each)	\$1.40
Hard Cooked Eggs (1/2 Dozen)	\$3.30

BAKERY

Breakfast Items (All items sold by the dozen)

Black Bear Bakery Muffins	\$9.95
Signature Jumbo Muffins	\$13.95
Mini Muffins w/Butter	\$5.75
Bagels (Assorted)	\$20.75
Donuts	\$11.30
Danish	\$17.60
Mini Danish	\$14.50
Sour Cream Coffee Cake, Round (Serves 12)	\$11.30
Cinnamon Buns	\$16.80
Scones	\$17.60
Mini Scones	\$14.50
Breakfast Breads, Loaf (Serves 12)	\$8.70
Strudel Sticks	\$16.80

(Pastries include appropriate condiments)

Bakery Snacks (All items sold by the dozen)

Freshly Baked Cookies	\$13.00
Lemon Bars	\$17.50
Platinum Blondies	\$17.50
Chocolate Fudge Brownies	\$17.50
Blonde Brownies	\$17.50
Congo Bars	\$17.50
Maple Nut Bars	\$17.50

Finger Desserts: (Sold by the dozen unless noted)

Assorted Bite-size Butter Cookies (*Minimum order 2 dozen*)
 Choose two flavors:
 (Lemon, Chocolate, Walnut Confectionary,
 and Madeline) \$9.25/dozen

Mini Éclairs	\$14.50
Mini Cream Puffs	\$14.50
Brownie Fingers w/Icing (Chocolate and Blonde)	\$11.50
Petit Fours	\$21.00

Decorated Cakes

Decorated cakes are available in Yellow, Chocolate, or Marble and are double layer. Please specify request for basic decorations.

10" Round Cake	\$15.50
1/4 Sheet Cake	\$16.53
Half Sheet Cake (Serves about 30)	\$33.00
Full Sheet Cake (Serves about 60)	\$66.00

Also available

Single Layer 1/4 Sheet	\$10.00
Single Layer Half Sheet	\$20.00

Single layer cakes come with icing, are not decorated and are in a disposable pan.

Icing Choices: White, Chocolate, and Peanut Butter

COLD LUNCHES

Build Your Salad Buffet (Minimum of 15)

Caesar Salad (Traditional) \$10.50

Includes the following: Romaine Lettuce, Cherry Tomatoes, Shredded Parmesan Cheese and Home-style Croutons.

Served with Rolls and Butter, choice of Luncheon Dessert and Beverage.

To build your salad, add \$3.90 per person and choose two selections:

Grilled Salmon*

Grilled Chicken

Marinated Grilled Flank Steak*

Marinated Grilled Vegetables

*Minimum order of 5

Regional Salads

Served with Rolls and Butter, choice of Luncheon Dessert and Beverage.

Cobb Salad \$14.50

Chicken Almond Salad \$14.50

Chef's Salad \$14.50

Taco Salad \$14.50

Lobster Salad (Citrus Dressing or Mayonnaise based) \$MP

Chef Made Sandwich Buffet (Minimum of 15) \$13.80

Choose from Ham, Turkey, Roast Beef or Grilled Vegetable with Lettuce, Tomato, and Cheese on your choice of two Breads with two accompaniments.

Includes Luncheon Dessert, Soda and/or Bottled Water.

(At Wells Conference Center, we will substitute Coffee for the Bottled Water and add a Water Station).

Choice of two bread types

Deli Rolls (Whole Wheat and/or White)

Assorted Breads

Croissants

Choice of two accompaniments for your Buffet

Traditional Coleslaw

Home-style Potato Salad

Signature Pasta Salad

Red Bliss Herbed Potato Salad

Sweet & Sour Cole Slaw

Grilled Vegetable Salad

Fresh Garden Salad

Potato Chips

Luncheon Desserts (choose one)

Assorted Cookies

Chocolate Fudge Brownies

Platinum Blondies

Frosted Sheet Cake

Cake flavors include Chocolate, Lemon, Vanilla and Marble.

Icings include Butter Cream, Lemon and Chocolate.

Lemon Mousse*

Chocolate Mousse*

Strawberry Short cake*

Blueberry Shortcake*

Peach Shortcake*

Chocolate Raspberry Shortcake*

*Available at Wells Conference Center only

Gourmet Sandwich Wraps (Minimum of 15) \$15.40
 Served with choice of two accompaniments, Luncheon Dessert, Soda and/or Bottled Water. (At Wells Conference Center, Coffee is substituted for Bottled Water and a Water Station is added).

Chicken Caesar Wrap
 Roast Beef Wrap w/Caramelized Onions and Horseradish Spread
 Ham and Swiss Wrap w/Honey Mustard
 Turkey Club Wrap w/Garlic Mayo
 Marinated Grilled Vegetable Wrap
Marinade includes a blend of soy sauce, balsamic vinegar, honey, orange juice, and fresh herbs
 Fresh Vegetable wrap with Hummus
 Lobster Wrap or Roll (Minimum of 10) \$MP

Choose two accompaniments

Traditional Coleslaw
 Home-style Potato Salad
 Signature Pasta Salad
 Red Bliss Herbed Potato Salad
 Sweet & Sour Cole Slaw
 Grilled Vegetable Salad
 Fresh Garden Salad
 Potato Chips

Box Lunch \$7.75
 Choice of Turkey & Lettuce, Ham & Swiss, Roast Beef & American Cheese, or Vegetarian served on your choice of Whole Wheat or White Bulkie Roll. Includes Sandwich, Potato Chips and Cookie.
PLEASE NOTE: Beverages are not included.

PLEASE NOTE: Box Lunches are for off-premise consumption only

Additional selections:
 Pasta Salad \$1.70
 Sweet & Sour Cole Slaw \$1.70
 Fresh Whole Fruit \$1.00
 Soda \$1.75
 Water \$2.00

Deli Buffet (Minimum of 15) \$13.20
 Sliced Roast Beef, Turkey, Ham, American and Swiss Cheese, Lettuce, Tomato, Onion Tray and Pickle Spears with condiments. Assorted fresh Baked Rolls and Breads a choice of two Salads and one Luncheon Dessert. Soda and/or Bottled Water.
 (At Wells Conference Center, Coffee is substituted for Bottled Water and a Water Station is added).
 Add Soup for an additional charge.

Salad Options

Traditional Coleslaw
 Home-style Potato Salad
 Signature Pasta Salad
 Red Bliss Herbed Potato Salad
 Sweet & Sour Cole Slaw
 Grilled Vegetable Salad
 Fresh Garden Salad
 Potato Chips

Soup Options \$2.99

Minestrone Soup
 Garden Tomato Vegetable
 Chicken Noodle Soup
 Corn Chowder
 Lobster Bisque \$MP

Luncheon Desserts (choose one)

Assorted Cookies
 Chocolate Fudge Brownies
 Platinum Blondies
 Frosted Sheet Cake (Chocolate, Lemon, Vanilla, Marble)
 Lemon Mousse*
 Chocolate Mousse*
 Strawberry Short cake*
 Blueberry Shortcake*
 Peach Shortcake*
 Chocolate Raspberry Shortcake*

*Available at Wells Conference Center only

HOT LUNCH BUFFET

(Available 11am-3pm)

Black Bear Pasta Buffet (Minimum of 15) \$13.80

Enjoy your favorite Pasta, Sauces and Sautéed Vegetables. Includes Whole Wheat Penne, Linguini, Alfredo Sauce and Marinara Sauce; Seasoned Ground Beef; Sautéed Peppers and Onions served with a Fresh Garden Salad plus your choice of Dressings, Garlic and Italian bread. Also included is a Luncheon Dessert and Soda and/or Bottled Water (At Wells Conference Center, Coffee is substituted for Bottled Water and a Water Station is added).

For your favorite add-on, please make a selection and add the appropriate charge per person:

Italian Meatballs	\$3.00
Sautéed Chicken Strips	\$4.15
Sweet Italian Sausage	\$3.90

Mexican Fiesta (Minimum of 15) \$13.80

Includes Tossed Greens, Taco Meat, Shredded Cheddar Cheese, Tortilla Bowls, Sour Cream, Salsa, Guacamole, Diced Tomatoes, Black Olives and Diced Onions. Also included is a Luncheon Dessert and Soda and/or Bottled Water (At Wells Conference Center, Coffee is substituted for Bottled Water and a Water Station is added).

Spudtacular (Minimum of 15) \$13.00

Includes a Steaming Hot Baked Potato Bar with Toppings (Steamed Broccoli; Bacon; Butter; Sour Cream; Shredded Cheese and Chives). Served with a Tossed Salad and Dressings. Also included is a Luncheon Dessert and Soda and/or Bottled Water (At Wells Conference Center, Coffee is substituted for Bottled Water and a Water Station is added).

Italian Buffet (Minimum of 15) \$14.00

Includes Chicken Parmesan over pasta, Stuffed Manicotti with Marinara sauce, Zucchini and Summer Squash sauté, Caesar Salad, Garlic and Italian bread Also included is a Luncheon Dessert and Soda and/or Bottled Water (At Wells Conference Center, Coffee is substituted for Bottled Water and a Water Station is added).

Luncheon Desserts (choose one)

Assorted Cookies
Chocolate Fudge Brownies
Platinum Blondies
Frosted Sheet Cake (Chocolate, Lemon, Vanilla, Marble)
Lemon Mousse*
Chocolate Mousse*
Strawberry Short cake*
Blueberry Shortcake*
Peach Shortcake*
Chocolate Raspberry Shortcake*

*Available at Wells Conference Center only

SERVED LUNCHEONS

(Available 11am-3pm)

Lighter Fare Lunches

Lighter Fare Luncheons can be offered Buffet Style. Please ask for details and prices.

Lunch entrees include smaller portions, your choice of a Starch, Chef Choice Vegetable, Rolls, Butter, a Luncheon Dessert and Beverage.

Beef

Marinated Beef Tips	\$16.50
Marinated Flank Steak	\$16.50

Chicken

Chicken Parmesan w/Pasta	\$14.90
Teriyaki Chicken Breast	\$14.65
Grilled Chicken Balsamic	\$14.65

Fish

Haddock with Citrus Salsa	\$14.65
BBQ Grilled Salmon	\$15.50

Pork

Roasted Pork Loin w/Apple Onion Chutney	\$14.65
Chipotle Rubbed Pork Tenderloin	\$14.65

Pasta

Manicotti	\$14.25
Meat Lasagna	\$14.25
Vegetarian Lasagna	\$14.25
Penne w/Marinara or Alfredo Sauce	\$14.25

Starch Options

Baked Potato
Roasted Red Potatoes
Smashed Potatoes
Rice Pilaf

Beverages

Coffee, Tea
Iced Tea
Water

Luncheon Desserts (choose one)

Assorted Cookies
Chocolate Fudge Brownies
Platinum Blondies
Frosted Sheet Cake (Chocolate, Lemon, Vanilla, Marble)
Lemon Mousse*
Chocolate Mousse*
Strawberry Short cake*
Blueberry Shortcake*
Peach Shortcake*
Chocolate Raspberry Shortcake*

*Available at Wells Conference Center only

SERVED DINNER OPTIONS

(Available Lunch or Dinner)

Dinner entrées include a Salad, Starch, Vegetable, Rolls and Butter, Dessert and Beverage Service

Beef

Classic Prime Rib a Jus	\$30.50
Beef Fillet w/Cabernet Butter Sauce	\$28.75
Tournedos of Beef w/ Pepper Port wine Sauce	\$28.75
Grilled Bistro Fillet Steak	\$23.75
Asian Flank Steak	\$19.80

Pork

Roasted Pork Loin w/Spiced Bourbon Sauce	\$19.80
Roasted Pork Loin au Poivre	\$19.80
Pork Tenderloin w/Peach Jalapeño Glaze	\$19.80

Chicken

6 oz portion

Chicken Picatta	\$18.70
Stuffed Chicken Breast (Havarti, Artichokes, and Sundried Tomatoes)	\$19.60
Chicken Marsala	\$19.30
Marinated Grilled Chicken Breast w/Balsamic Reduction	\$18.70

Seafood

Roasted Salmon w/Sun Dried Tomato Basil Sea Salt	\$20.70
Grilled Salmon w/Lime Butter Sauce	\$20.70
Seared Scallops w/Miso Sauce	\$21.50
Curried Scallops w/ Locally Grown Tomatoes	\$21.50
Potato Crusted Haddock	\$20.90
Baked Seafood Stuffed Lobster	\$MP

Pasta

Gnocchi w/Creamy Pesto (V)	\$16.00
Pasta Primavera and Edamame (VGN)	\$16.00
Stuffed Shells w/Marinara (V)	\$16.00

Vegetarian

Mushroom Herb Napoleon	\$17.10
Spinach Stuffed Portobello Mushroom	\$17.10
Vegetable Wellington w/Roasted Red Pepper Sauce	\$17.10

Salad Options (Choose one)

Spinach and Pine Nut w/Parmesan Cheese
Garden Tossed Salad
Caesar Salad
Mixed Greens served w/Gorgonzola Vinaigrette
& Hot Sweet Pecans
Tomato Caprese

Starch Options (Choose one)

Baked Potato
Roasted Red Potatoes
Smashed Potatoes
Wild Rice Pilaf
Whipped Sweet Potatoes

Chef's Choice of Vegetables

Dessert Options (choose one)

NY Style Cheesecake w/Fruit Topping
Chocolate Cake
Carrot Cake
Seasonal Pie
Apple Crisp
Blueberry Crisp
Gingerbread
Strawberry Shortcake*
Blueberry Shortcake*
Peach Shortcake*
Chocolate Raspberry Shortcake*

*Available at Wells Conference Center only

Served Dinners can be offered buffet style. Please ask for details and prices

Dinner Buffet Options

Black Bear Pasta Buffet (Minimum of 15) \$17.20

Enjoy your favorite Pasta, Sauces and Sautéed Vegetables. Includes Whole Wheat Penne, Linguini, Alfredo and Marinara Sauce; Seasoned Ground Beef; Sautéed Peppers and Onions served with your choice of a Dinner Salad. Includes Garlic and Italian Bread, with your choice from the Dinner Dessert Selection and Beverage Service.

For your favorite add-on, please make a selection and add the appropriate charge per person

Italian Meatballs	\$3.05
Sautéed Chicken Strips	\$4.15
Sweet Italian Sausage	\$3.90

Salad Options (Choose one)

Spinach and Pine Nut w/Parmesan Cheese
Garden Tossed Salad
Caesar Salad

The Maine Theme Buffet (Minimum of 15) \$31.20

Enjoy a variety of local products from the State of Maine. Includes Rolls, Butter and Beverage Service, Fresh Smoked Seafood with Tossed Fresh Lettuce, Spinach and Baby Greens with Homemade Vinaigrette.

Choose two from the following

- Poached Salmon w/Maine Dried Cranberry Reduction
- Breast of Chicken Stuffed w/Maine Cheese, Smoked Ham topped with a Maine Blueberry Chutney
- Fettuccini w/Fresh Seafood Pasta Sauce (sauce includes Lobster and Maine shrimp)
- Curried Scallops w/ Locally Grown Tomatoes
- Roasted Balsamic Vegetables and Orzo

Choose one

- Maine Blueberry Pie **or** Maine Apple Crisp

Starch Options (Choose one)

Locally Grown Roasted Red Potatoes
Maine Smashed Organic Potatoes

Vegetable

Chef's Choice

William C. Wells Buffet (Minimum of 15) \$27.50

Entrée's (Choose two)

- Classic Prime Rib (served)
- Roasted Pork au Poivre
- Marinated Grilled Chicken Breast w/Balsamic Reduction
- Chicken Marsala
- Roasted Salmon w/Sundried Tomato Basil Sea Salt
- Potato Crusted Haddock
- Mushroom Herb Napoleon
- Spinach Stuffed Portobello Mushroom
- Vegetable Wellington w/Roasted Red Pepper Sauce

Salad Options (Choose one)

Spinach and Pine Nut w/Parmesan Cheese
Garden Tossed Salad
Caesar Salad

Starch Options (Choose one)

Baked Potato
Roasted Red Potatoes
Wild Rice Pilaf
Smashed Organic Potatoes
Whipped Sweet Potatoes

Vegetables

Chef's Choice

Includes Rolls, Butter and Beverage Service

Dessert (Choose one)

NY Style Cheesecake w/Fruit Topping
Chocolate Cake
Carrot Cake
Seasonal Pie
Strawberry Short cake*
Blueberry Shortcake*
Peach Shortcake*
Chocolate Raspberry Shortcake*

*Available at Wells Conference Center only

BARBECUE OPTIONS

A labor charge of \$27.50 per hour per cook will be applied to all Barbecue options held off premise. Off premise is considered any event held outside of Wells Conference Center.

UMaine Catering reserves the right to determine the staffing based on the size of the event.

Maine Lobster Bake Buffet (Minimum of 25) **\$MP**

Steamed Lobster
Mussels and Melted Butter
Boiled Red Jacket Potatoes
Corn on the Cob
Sweet and Sour Coleslaw
Rolls and Butter

Choose one of the following Dessert Selections

- Blueberry Pie
- Apple Pie
- Maine Sour Cream Blueberry Cake w/Cream Cheese Icing

Lemonade and Iced Tea

Black Bear BBQ (Minimum of 15) **\$13.50**

Hamburgers, Hot Dogs, and Veggie Burgers
Rolls
Ketchup, Mustard and Relish
American Cheese
Potato Chips
Pasta Salad
Sweet and Sour Coleslaw
Lettuce, and Tomato Tray
Chocolate Fudge Brownies
Lemonade and Iced Tea

Stillwater BBQ (Minimum of 25) **\$19.85**

(Choose two of the following entrees)

BBQ Chicken
Sweet Italian Sausage w/Peppers and Onions
Country Style BBQ Pork ribs
Kansas City BBQ Brisket

Red Bliss Herb Potato Salad
Sweet and Sour Coleslaw
Corn on the Cob
Rolls and Butter
Chocolate Fudge Brownies
Lemonade and Iced Tea

HOT HORS D'OEUVRES

(Items sold by dozen unless noted)

Chicken Wings	\$55.00 (Serves 20-30)
Hot Wings	\$55.00 (Serves 20-30)
Hot Artichoke Dip	\$31.00 (Serves 25)
Hot Maine Crabmeat Dip	\$34.75 (Serves 25)
Sweet & Sour Meatballs	\$8.15 (Minimum 4 dozen)
Cranberry Meatballs	\$8.15 (Minimum 4 dozen)
Mini Quiche	\$17.40 (Minimum 3 dozen)
Mini Egg Rolls w/Dipping Sauce	\$8.15 (Minimum 4 dozen)
Seafood Stuffed Mushrooms	\$13.80 (Minimum 3 dozen)
Spinach Stuffed Mushrooms	\$13.80 (Minimum 3 dozen)
Sausage Stuffed Mushrooms	\$13.80 (Minimum 3 dozen)
Bacon Wrapped Scallops	\$34.75 (Minimum 3 dozen)
Baked Brie w/Crackers	\$49.75 (Serves 25)
Baked Brie w/Apricot Preserves Wrapped in Puff Pastry	\$60.75 (Serves 25)
Spinach and Cheese Phyllo	\$25.00 (Minimum 3 dozen)
Coconut Shrimp	\$34.75 (Minimum 3 dozen)
Duck Pot Stickers	\$20.90 (Minimum 3 dozen)

Petit Mexican Beef Empanada	\$22.90 (Minimum 3 dozen)
Mini Chicken Satay	\$21.50 (Minimum 3 dozen)
Asparagus wrapped in Phyllo	\$25.30 (Minimum 3 dozen)

COLD HORS d'OEUVRES

(Items sold by dozen unless noted)

Cheese Ball w/Crackers	\$27.60 (Serves 25)
Mini Cream Puff Sandwiches (Filled w/Ham & Sweet Relish Salad, Tuna Salad, Egg & Fresh Tarragon Salad)	\$17.25 (Minimum 3 dozen)
Mini Finger Rolls (Filled w/Ham Salad, Tuna Salad & Egg Salad)	\$18.50 (Minimum 3 dozen)
Silver Dollar Rolls (Filled w/Roast Beef, Turkey and Ham)	\$18.50 (Minimum 3 dozen)
Hummus w/Pita Chips	\$27.60 (Serves 25)
Maine Shrimp Spread w/Crackers	\$38.60 (Serves 25)
Bruschetta	\$17.25 (Minimum 2 dozen)
Fruit Kabobs w/Fresh Basil Oil	\$27.60 (Minimum 2 dozen)
Whole Poached Salmon	\$157.50 (Serves 50)
Tortilla Chips w/Salsa	\$27.60 (Serves 25)
Pretzels	\$ 8.90 (Per pound)
Potato Chips	\$ 8.90 (Per pound)
Snack Mix	\$ 9.95 (Per pound)
Mixed Nuts	\$ 9.95 (Per pound)
Shrimp Cocktail/Sauce	\$ MP per pound (Large) \$ MP per pound (Jumbo)

RECEPTION TRAYS

Fresh Fruit (Cut)	12" (Small)	\$20.90
	16" (Large)	\$39.75
Vegetables & Ranch Dip	12" (Small)	\$20.90
	16" (Large)	\$39.75
Vegetables & Hummus	12" (Small)	\$23.75
	16" (Large)	\$44.10
Cheese & Crackers	12" (Small)	\$24.25
	16" (Large)	\$46.30

Finger Desserts: (Sold by the dozen unless noted)

Assorted Bite-size Butter Cookies (*Minimum order 2 dozen*)
Choose two (Lemon, Chocolate and Walnut Confectionary, and
Madeline's)

	\$9.25/dozen
Mini Éclairs	\$14.30
Mini Cream Puffs	\$14.30
Brownie Fingers w/Icing	\$11.60
Petit Fours	\$20.90

FOOD AND BEVERAGE ARRANGEMENTS

Reserve a Room

To reserve space in Wells Conference Center, please call 207-581-4718.

Function Times

In the planning and timing of your event, the following guide is followed for standard services. Should the event begin and/or end later than planned by 30 minutes, the customer will be charged an additional fee, not to exceed the cost incurred by UMaine Catering, in the servicing of the event.

- Receptions 1 hour
- Bars 1 hour
- Served Meals 2 hours
- Buffet Meals 2 hours (1 hour of Buffet Service)

Guarantees/Lead Time

It is advisable to plan as far in advance as possible. Please call to schedule your event no less than two weeks ahead of time. At the time the function is booked, please provide the following information: date, time, location of event, group/organization, estimated count, type of service, and account number. We require the final, guaranteed count five days before the event.

The final cost for billing purposes will be based on the guaranteed number supplied by the customer, five days prior to the event or the actual count on the day of service, whichever is greater. Should the actual number served fall below the guaranteed number, the customer will be billed for 100% of the customer guaranteed count.

Emergency Requests

UMaine Catering will make every effort to accommodate last minute requests. Events planned with less than three working days' notice require special considerations. Menu selections may be limited and based on availability. A minimum surcharge of 15% may be added to the approved emergency request.

When planning your event less than 5 business days in advance, menu items **may be** limited to the following selections

- Snacks and Pastries
- Continental Breakfast
- Cold Hors d'oeuvres
- Cheese Tray, Fruit Tray, Vegetables & Dip Tray
- Cold Luncheon Selections
- Beverages

Function Cancellation

When it is necessary to cancel an event, please notify us as soon as possible. Generally, charges are not assessed if the cancellation is made three business days in advance of the function. An exception to this would be specialty items that cannot be returned to the vendor(s).

Pricing

Menu prices reflect the current rate and may be subject to change. Guaranteed prices for both service and menu items can be quoted 30 days in advance of the event. Exceptions to the 30-day quote are for those items based upon the day's market price.

Prices for food service include the meal itself and any standard services provided for such meal. Please add 8% sales tax to the price unless the ordering organization is tax exempt (a tax-exempt certificate must be provided prior to the event).

Service surcharges may be assessed for any special services provided beyond the actual meal.

Billing and Payment

Accounts numbers need to be provided at the time of order for all internal billing. If an organization does not have an account number, it will be assumed that they are to be billed as an outside organization. The 8% tax will be assessed without a copy of the tax-exempt certificate.

SERVICE CHARGES

Delivery and Miscellaneous Fees

Delivery Fee – On Campus
\$10.00 or 5% of order if over \$200.00, whichever is greater.

UMaine Catering reserves the right to add an additional charge for attendants for the delivery of a buffet over 25 people, which includes hot food.

Delivery Fee – Off Campus
\$26.00 or 12.5% of order if over \$200.00, whichever is greater.

Weekend Delivery Fee – On Campus
\$31.50 or 15 % of order if over \$200.00, whichever is greater.

Weekend Delivery Fee – Off Campus
\$52.50 or 20 % of order if over \$250.00, whichever is greater.

Events scheduled on University holidays will be assessed holiday rates.

Our hours of service are between 7am and 7pm. If you require services outside of these hours, an additional fee may be assessed.

Off Premise Fee

For meal functions that take place outside of Wells Conference Center, a surcharge will be applied. Rates will vary depending on the facility and the function.

Rental of tables and chairs are the responsibility of the Client.

***Personnel Labor Fees**

Wait staff fees are included in the price for Breakfast, Lunch or Dinner Service. Attendants for Receptions and BBQ's will be billed at the following rates for the amount of time required to service your event (this includes set-up and break-down time).

Labor charges are billed per person with a 3-hour Minimum

Wait staff and/or Attendants	\$22.00 per hour
Bartenders	\$22.00 per hour
Cooks	\$27.50 per hour

UMaine Catering will determine the number of personnel needed for an event based on the type of event

Equipment

UMaine Catering has a limited quantity of items for rent. The client is responsible for the pickup and next day return of any rented equipment. Replacement fees will be assessed if the equipment is not returned or returned damaged.

Chafing Rack w/2 Sternos	\$16.50 per rack
Cambro Thermos (for beverages)	\$11.00 per container

Linen – must be ordered 1 week in advance	
Linen skirting	\$16.50 per skirt
Linen Napkins	\$5.50 per dozen
Linen Tablecloths	\$5.50 each
<i>Banquet -54" x 119" -or- Square - 90" x 90"</i>	

ALCOHOLIC BEVERAGE SERVICE & POLICY

Alcoholic Beverage Service

All alcoholic beverages served under the UMaine Catering liquor license requires our bartenders to

- Request proper photo identification
- Refuse to serve any person who is 21 and/or fails to provide a photo ID
- Refuse alcoholic beverage service to any person who, in our judgment, appears to be intoxicated

Liquor License

UMaine Catering, under Maine State Law, cannot serve alcoholic beverages without a valid liquor license. The cost of the use of the license is \$15.00. Generally, UMaine Catering will service events only on campus with a liquor license; arrangements should be made fourteen days prior to the event for this service.

A corkage fee is 20% when handling gift beverages.

NOTE: Student groups must have prior approval through the Substance Abuse Office prior to serving alcohol at events.

GENERAL INFORMATION

For the safety and well-being of our clients and guests, food and beverages, which have not been consumed, are not permitted to be removed from a catered event. Items delivered or purchased for pick up should be properly stored prior to the event, removed, and disposed of by the host of the event.

Items may not be attached to walls, floors, ceilings or windows at events which take place in Wells Conference Center.

