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 or um.catering@maine.edu
**Hot Breakfast Buffets (minimum of 15 people)**

**Fernald**

- Assorted Chilled Fruit Juices
- Fresh Fruit
- Griddle Pancakes with Syrup
- Fluffy Scrambled Eggs with Chives and Sharp Cheddar Cheese
- Country Breakfast Potatoes with Sweet Bell Peppers and Onions
- Bacon and Chicken Sausage Links
- Variety of Fresh-Baked Pastries
- Carrabassett Coffee and Hot Water with a Selection of Teas
- **15.00 pp**

**Alumni**

- Assorted Chilled Fruit Juices
- Fresh Fruit
- French Toast with Syrup and Butter
- Bacon
- Country Breakfast Potatoes with Sweet Bell Peppers and Onions
- Variety of Fresh-Baked Pastries
- Carrabassett Coffee and Hot Water with a Selection of Teas
- **13.00 pp**

**Carnegie**

- Assorted Chilled Fruit Juices
- Fresh Fruit
- Fluffy Scrambled Eggs and Scallions
- Country Breakfast Potatoes with Sweet Bell Peppers and Onions
- Bacon and Chicken Sausage Links
- Variety of Fresh-Baked Pastries
- Carrabassett Coffee and Hot Water with a Selection of Teas
- **11.00 pp**
Breakfast Buffets (minimum of 15 people)

Good Morning Maine

Assorted Chilled Fruit Juices
Fresh Fruit Salad
Variety of Fresh-Baked Pastries
Egg, Smoked Ham and Swiss Cheese in a Flaky Croissant
Carrabassett Coffee and Hot Water with a Selection of Teas
9.00 pp

Deluxe Continental

Assorted Chilled Fruit Juices
Fresh Fruit Salad
Variety of Fresh-Baked Pastries
Carrabassett Coffee and Hot Water with a Selection of Teas
7.00 pp

Classic Continental

Orange Juice
Variety of Fresh-Baked Pastries
Carrabassett Coffee and Hot Water with a Selection of Teas
6.00 pp
**A la carte Breakfast Items**

Enhance your Breakfast Buffet with the following selections:

- **Fluffy Scrambled Eggs (minimum of 15 servings)**
  - 2.50 pp

- **Quiche Lorraine (serves 8)**
  - 24.00 each

- **Vegetable Quiche (serves 8)**
  - 24.00 each

- **Belgian Waffles (2) with Fruit Topping (strawberry or blueberry) (minimum of 15 servings)**
  - 4.25 pp

- **Breakfast Sandwich on English Muffin (minimum of 12)**
  - Egg and Cheese
    - 4.00 pp
  - Bacon, Egg and Cheese
    - 4.50 pp

- **Sliced Bacon (minimum of 15 servings)**
  - 3.00 pp

- **Traditional Pork Sausage Patty (minimum of 15 servings)**
  - 2.75 pp

- **Chicken Sausage Link (minimum of 15 servings)**
  - 2.75 pp

- **Country Breakfast Potatoes with Sweet Bell Peppers and Onions (minimum of 15 servings)**
  - 2.25 pp

- **Mixed Fruit Salad (one pound serves 4)**
  - 8.50

- **Chobani Yogurt Cup (minimum of 12)**
  - 2.99 each

- **Chilled-Hard Boiled Eggs (minimum of 12)**
  - .60 each
Bakery Breakfast Items
(All items sold by the dozen)

Assorted Black Bear Muffins with Butter
15.00

Assorted Donuts
15.00

Assorted Danish
18.50

Assorted Scones
apple cinnamon, blueberry, raspberry white chocolate
18.50

Sour Cream Coffee Cake
plain, apple, blueberry, raspberry cream cheese (serves 12)
13.50 each

Breakfast Breads with Butter
pumpkin chocolate chip, banana, blueberry lemon, morning glory (serves 12)
13.50 each

Assorted Bagels with Cream Cheese
22.50 per dozen

Assorted Bagels with Smoked Salmon, Onions, Cream Cheese and Capers (serves 12)
30.00 per platter
**Bakery Snacks**  
*(All items sold by the dozen)*

- Freshly-Baked Cookies  
  14.00
- Platinum Blondies  
  18.00
- Chocolate Fudge Brownies  
  18.00
- Blonde Brownies  
  18.00
- Brownies with Raspberry Cream Cheese Swirl  
  18.00
- Lemon Bars  
  18.00

**Finger Desserts**  
*(all items sold by the dozen)*

- Tea Cookies  
  (choose two)  
  Chocolate, Vanilla, Walnut Confectionary, Madelines  
  10.00
- Chocolate Brownie Fingers with Icing  
  13.00
- Mini Eclairs  
  15.00
- Mini Cream Puffs  
  15.00
- Petit Fours  
  24.00
Decorated Cakes

Decorated cakes are available in yellow, chocolate, or marble and are double layer, 8” cakes are available in yellow and chocolate only. Please specify request for basic decorations. Icing choices are white, chocolate, or peanut butter.

10” Round Cake (serves 12)
16.00

¼ Sheet Cake (serves 16)
25.00

½ Sheet Cake (serves 32)
45.00

Full Sheet Cake (serves 64)
80.00

8” Birthday Cake (serves 8) (chocolate or yellow only)
12.00
Beverages

By The Gallon
(one gallon is approximately 15 servings)

Carrabassett Coffee
16.00

Decaffeinated Carrabassett Coffee
16.00

Hot Water with a Selection of Tea
16.00

Hot Chocolate
16.00

Fruit Juice
16.00

Apple Cider
available hot or cold
16.00

Lemonade
16.00

Unsweetened Iced Tea with Lemon and Sweeteners
16.00

Cranberry Sparkler Punch
16.00

Golden Punch
16.00
**Individual Beverages**

- Assorted Canned Soda  
  1.75

- Assorted Bottled Juice  
  2.25

- Chilled Individual 2% Milk  
  1.50

- Aqua Fina Water (20 oz)  
  2.00
Luncheon Salad Buffets (Minimum of 15 people)

Classic Caesar Buffet
11.00 pp
Crisp Romaine lettuce with shredded parmesan cheese, home-style croutons, Caesar dressing, and is garnished with fresh cracked black pepper and lemon. Also includes freshly-baked rolls from the UMaine Bakeshop.

Enhance your salad with the following selections:

Grilled Salmon
Grilled Chicken
Marinated Flank Steak
Marinated Grilled Vegetables

One choice add 4.50 pp
Two choices add 6.50 pp
Three choices add 8.50 pp
Four choices add 10.50 pp

Includes beverages and choice of luncheon dessert

Cobb Salad
15.50 pp
Crisp Romaine lettuce, chopped egg, crispy crumbled bacon, diced local tomato, diced avocado, bleu cheese crumbles, shredded cheddar cheese, corn, and grilled chicken; served with assorted dressings, and freshly-baked rolls from the UMaine Bakeshop.

Includes beverages and choice of luncheon dessert

Chef’s Salad
14.50 pp
Crisp romaine, sliced ham, sliced turkey, sliced cheddar cheese, sliced Swiss cheese, cherry tomato, grated carrots, julienne red onion, hard-boiled egg, and sliced cucumbers; served with freshly-baked rolls from the UMaine Bakeshop and assorted dressing.

Includes beverages and choice of luncheon dessert
**Executive Salad Buffet**

22.00 pp

Fresh baby greens topped with cucumber, cherry tomato, julienned red onion, and shredded local carrots (croutons and shredded parmesan on side). Comes with grilled chicken, grilled salmon, marinated grilled flank steak and grilled marinated vegetables**. Also includes freshly-baked rolls from the UMaine Bakeshop and assorted dressings.

**Typically we prepare 30% of each protein and 10% of the grilled vegetable. If you need to adjust this please let us know.**

Includes beverages and choice of luncheon dessert

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**Cold Luncheon Buffets (Minimum of 15 people)**

**Deli Buffet Luncheon**

15.50 pp

Sliced roast beef, turkey, ham, smoked tofu**, cheddar and Swiss cheese, lettuce, tomato, onion and pickles with mayonnaise and mustard. This selection includes freshly-baked locally produced white and wheat bulky rolls.

Choose two buffet accompaniments

Includes beverages and choice of luncheon dessert

**Available upon request for an additional charge**

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**Chef-Made Sandwich Buffet**

14.75 pp

An assortment of the following:

- Ham and Swiss
- Turkey and Havarti
- Roast Beef and Cheddar
- Smoked Tofu with Hummus and Lettuce

*Sandwiches will be made on an assortment of locally-produced white and wheat bulky rolls and includes green leaf lettuce.*

Choose two buffet accompaniments

Includes beverages and choice of luncheon dessert
Gourmet Sandwich Wraps  
16.50 pp

Assortment of wraps may include:

Chicken Caesar  
Roast Beef with Caramelized Onions, Horseradish Mayonnaise and Cheddar Cheese  
Ham and Swiss with Honey Dijonaise  
Turkey, Bacon and Provolone with Cranberry Mayonnaise  
Smoked Tofu with Hummus and Lettuce

Choose two buffet accompaniments  
Includes beverages and choice of luncheon dessert

Boxed Lunch  
(Plated at Wells Conference Center)  
10.00 pp

Choice of the following sandwiches includes a bag of chips, cookie, and bottled water.

Ham and Swiss Cheese with Lettuce  
Roast Beef and American Cheese with Lettuce  
Turkey and Swiss Cheese with Lettuce  
Salami and Provolone Cheese with Lettuce  
Smoked Tofu with Hummus and Lettuce

Additional Selections:  
1.75 pp

Pasta Salad  
Red Bliss Herbed Potato Salad  
Sweet and Sour slaw  
Fresh Whole Fruit
**Buffet Accompaniments**

**Signature Pasta Salad**
Garden rotini pasta with diced onions, peppers, carrots, and black olives with Italian dressing

**Herbed Red Bliss Potato Salad**
Locally grown red potatoes with onions, peppers, and ranch seasoning

**Sweet and Sour Cole Slaw**
Tender cabbage with fresh carrots tossed with a sweet and sour dressing

**Fresh Tossed Garden Salad**
Cucumbers, shredded carrots, cherry tomato, and red onion and garlic croutons - served with dressing

**Corn Caprese Salad with Clear Balsamic Dressing**
Slightly-roasted sweet corn with garlic, fresh chiffonade basil, mozzarella pearlini, and cherry tomatoes

**Potato Chips**

**Soup Options add 3.50 pp**

**New England Clam Chowder**
Hand-shucked sea clams in a rich, traditionally thickened fish stock with tempered light cream, tender potatoes, and sautéed onions

**Tomato and Garden Vegetable (GF, Vegan)**
A medley of sautéed garden vegetables in a vibrant foundation of slow-simmered tomatoes with extra virgin olive oil, chopped scallions and a pinch of sea salt

**Corn Chowder**
Sweet corn, tender potatoes and onions in a traditionally thickened chicken stock with a touch of light cream

**Chicken Noodle Soup**
Made in a rich chicken stock that contains diced celery, carrots, and onions - contains chicken meat and pasta noodles
**Hot Luncheon Buffet (minimum 15 people)**

**Mexican Fiesta**  
14.75 pp

Build your own taco salad with shredded lettuce, taco beef, shredded cheddar cheese, sour cream, guacamole, jalapenos, Maine-made Todd's Salsa, diced tomato, roasted corn and black bean salad, cilantro lime rice, sliced black olives, and diced onions; served with tortilla chips. Includes beverages and choice of luncheon dessert.

**Mainely Spudtacular**  
14.50 pp

Steaming-hot baked Maine potatoes with the following toppings: smoked pulled chicken, crispy bacon crumbles, butter, sour cream, shredded cheese, scallions, Maine-made Todd's Salsa, garden tossed salad and bakery rolls. Includes beverages and choice of luncheon dessert.

**Italian Buffet**  
15.95 pp

Breaded chicken parmesan over penne pasta, stuffed shells with marinara sauce, Caesar salad, and vegetable du jour; served with garlic and Italian breads. Includes beverages and choice of luncheon dessert.

**Luncheon Desserts**

Freshly-Baked Assorted Cookies

Brownies with Raspberry Cream Cheese Swirl

Lemon Bars

Chocolate Fudge Brownie

Platinum Blondies

Blonde Brownies
**Served Dinners**

Dinner entrées include a salad, starch, chef’s choice seasonal vegetable, rolls and butter, dessert and coffee, iced tea, iced water

Please Select One Entrée* for Groups of Twenty or Less
Please Select Two Entrees* for Groups Greater than Twenty
*Excluding any special dietary requirements (Vegetarian, Vegan, Gluten Free)

**Land**

Filet of Beef Tenderloin with Rich Demi-Glace  
*The most tender cut of beef topped with a rich brown sauce*  
28.50

Grilled Bistro Steak with Bourbon Bacon Demi-Glace and Roasted Shiitake Mushrooms  
*Tender Teres Major topped with a bourbon bacon brown sauce and mushrooms*  
22.25

Rosemary Pork Tenderloin Medallions with Orange Sauce Reduction  
*Roasted rosemary marinated pork sliced and finished with an orange sauce reduction*  
24.75

Roasted Pork Loin with Apple Onion Chutney and Crumbled Bleu Cheese  
*Herb-crusted roast pork loin with sweet and sour chutney and savory bleu cheese*  
23.50

Marinated Grilled Chicken Breast w/Balsamic Reduction and topped with Bruschetta  
*Tender breast of chicken marinated and grilled topped with concasse tomato and fresh basil chiffonade and a hint of garlic and finished with house-reduced aged balsamic vinegar*  
21.00

Chicken Marsala  
*Breaded chicken breast sauteed with mushrooms in a rich marsala wine sauce*  
21.00
**Sea**

Panko-Crusted Haddock with Lemon Caper Sauce
*Fresh haddock crusted with Japanese panko crumbs topped with dressing made of shallots, garlic, fresh lemon, capers and olive oil*
22.00

Oven Roasted Salmon with Sisters Salsa
*Perfectly seasoned sides of salmon roasted to perfection and topped with locally produced Sisters Salsa*
22.00

**Vegetarian / Vegan / Gluten Free / Dairy Free**

Stuffed Shells with Marinara Sauce (V)
*Jumbo pasta shells filled with a cheese mixture, covered in marinara sauce and baked*
15.25

Lentil Sheppard's Pie (VGN, GF)
*Tender pulses cooked with roasted root vegetables and seasoned with fresh herbs topped with vegan mashed potatoes*
17.25

Coconut Curry Vegetables with Basmati Rice (V, GF)
*Spicy red curry with root and vegetables simmered in coconut milk; served with basmati lentil rice blend*
17.50

BBQ Smoked Tofu "Steak" with Roasted Mushrooms (VGN, DF, GF)
*House creation of marinated and slow smoked tofu, which is grilled, basted with barbecue sauce, and roasted in the oven then topped with freshly roasted shiitake mushrooms*
18.00
**Hot Dinner Buffet (minimum of 25 people)**

**Black Bear Pasta Buffet**

18.00 pp

Enjoy your favorite pasta, sauces and sautéed vegetables. Includes whole wheat and white pastas, alfredo and marinara sauces, seasoned ground beef, and sautéed peppers and onions; includes Caesar salad as well as seasoned garlic and Italian breads, dinner dessert, and beverage service.

Enhance your buffet by adding the following selections:

- Italian Meatballs 3.25 pp
- Sautéed Chicken 4.25 pp
- Sweet Italian Sausage 4.00 pp

**William C. Wells Buffet**

35.00 pp

Entrée’s (choose two)

- Prime Rib Au Jus (add 3.00 pp)
- Roasted Pork Loin with Apple Onion Chutney and Crumbled Bleu Cheese
- Roasted Turkey and Stuffing
- Teriyaki Marinated Breast of Chicken
- Beef Stroganoff with Roasted Wild Mushrooms over Egg Noodles
- Marinated Grilled Chicken Breast with Balsamic Reduction, topped with Bruschetta
- Baked Haddock with Fennel and Orange
- Pan-Seared Ginger-Soy-Glazed Salmon with Mango Salsa and Sweet Soy Drizzle
- Coconut Curry Vegetables with Basmati Rice (V, GF)
- Stuffed Shells with Marinara Sauce (V)

Includes chef’s choice seasonal vegetable. Choose one option from the salad options, starch options and dessert options to complete this buffet. Includes beverage service..
**Salad Options (Choose One)**

- Fresh Tossed Garden Salad; served with dressing *Cucumbers, shredded carrots, cherry tomatoes, red onions, and garlic croutons*
- Classic Caesar Salad with Caesar Dressing and garnished with Fresh Lemon Wedge and Cracked Black Pepper *Chopped romaine, Caesar blend cheese (asiago, romano, parmesan) garlic croutons*
- Mixed Green Salad
- Spring Mixed Greens with Berries, Grapes, Walnuts and Bleu Cheese Crumbles

**Starch Options (Choose One) or Chef’s Selection**

- Baked Maine Russet Potato
- Roasted Red Potato
- Smashed Red Potato
- Wild Rice Pilaf

**Dinner Dessert Options**

- NY Style Cheesecake with Fruit Topping
- Molten Chocolate Cake
- Maine Blueberry Pie
- Apple Pie
- Carrot Cake
- Chocolate Cake
- Sour Cream Blueberry Cake with Cream Cheese Icing
**Lobster Bake / Barbecue Options** (minimum of 25 people)

**Lobster Bake / Barbeque events are designed for outdoor events and require attendants and cooks with additional fees. The number of staff needed is based on the size of the group.**

**Maine Lobster Bake**

MP
Steamed Maine Lobster or Marinated Sirloin Steak
Native Mussels with Drawn Butter
Steamed Maine-Grown Red Potato
Fresh Corn on the Cob (seasonal availability)
Sweet and Sour Coleslaw
Freshly-Baked Dinner Rolls
Traditional Whoopie Pies
Lemonade and Iced Tea

**Black Bear BBQ**

16.00 pp
Grilled Hamburgers, Hot Dogs, and Veggie Burgers
Hamburger and Hot Dog Buns
Ketchup, Mustard, Relish
American Cheese
Lettuce, Tomato, Onion Tray
Potato Chips
Signature Pasta Salad
Chocolate Fudge Brownies
Iced Tea and Lemonade

**Stillwater BBQ**

22.00 pp
BBQ Boneless Chicken Breast
Sweet Italian Sausages with Peppers and Onions and Sub Rolls
Sweet and Sour Coleslaw
Herbed Potato Salad
Corn on the Cob
Fresh Baked Dinner Rolls
Raspberry Cream Cheese Swirl Brownies
Lemonade and Iced Tea

**Vegetarian entrée available upon request**
Create Your Own Pizza

Start with a cheese pizza and add the topping of your choice.

**Cheese Pizza (16")**
12.50

**Gluten Free Cheese Pizza (10")**
10.75

Toppings

Onion - Green Pepper - Pepperoni - Mushroom - Hamburg - Sausage - Ham - Bacon - Pineapple
- Black Olive - Tomato - Feta
1.50 each

**Specialty Pizzas**

Buffalo Chicken Pizza (16")
17.50

BBQ Chicken Pizza (16")
17.50

Margherita Pizza (16")
(mozzarella, basil, tomatoes)
14.50

Meat Lover's Pizza (16")
(hamburg, pepperoni, sausage, ham, bacon)
17.50

**Add Salads**

Caesar Salad
3.50 pp

Garden Tossed Salad
3.50 pp
Snack Breaks (minimum 25 people)

Chips and Dips - Potato Chips and Ranch Dip, Tortilla Chips with Salsa and Guacamole, and Pretzels with Honey Mustard
4.00 pp

The Cookie Jar - An Assortment of Cookies and Raspberry Cream Cheese Swirl Brownies
4.00 pp

Healthy Break - Whole Fruit and Assorted Granola Bars
3.50 pp

Yogurt Parfait Bar - Vanilla Yogurt with Grandy Oats Classic Granola, Assorted Berries, Chocolate Chips, Shredded Coconut, and Crushed Walnuts
5.00 pp

Snacks

Tortilla Chips and Salsa (serves 25)
28.00

Potato Chips and Dip (serves 25)
28.00

Pretzels
9.50 lb.

Potato Chips
9.50 lb.

Party Mix
10.50 lb.

Mixed Nuts
(sold in 2 pound increments)
30.00
**Appetizer Stations (minimum 50 people)**

**Breads and Spreads**  
(serves 50)  
325.00  
An assortment of artisan breads with homemade dips and spreads (*roasted red pepper hummus, tapenade, artichoke and parmesan spread, and boursin cheese*).

**Gourmet Cheese Display**  
(serves 50)  
275.00  
An assortment of sliced local and international cheeses with crackers and a fruit garnish.

**Local Mashed Potato Bar**  
9.50 pp  
Attendant Fees Apply  
Mashed potatoes served with scallions, bleu cheese, bacon, sautéed mushrooms, salsa, roasted corn, shredded smoked chicken, BBQ pulled pork and diced jalapenos.

**Charcuterie Display**  
12.75 pp  
Smoked and cured sausages with an assortment of cheese and stone-ground mustards and fruit garnishes.

**Whole Poached Salmon**  
(serves 50)  
225.00  
Whole poached salmon served with traditional accompaniments of capers, chopped hard cooked egg, minced red onion, chopped Kalamata olives, diced tomato and dill cream sauce.

**Smoked Salmon**  
(serves 20-30)  
150.00  
Side of smoked salmon served with traditional accompaniments of capers, chopped hard cooked egg, minced red onion, chopped Kalamata olives, diced tomato and dill cream sauce.
**Hot Appetizers**

Hot Maine Crab Dip with Assorted Crackers *(serves 25)*
40.00

Homemade Hot Artichoke Dip with Assorted Crackers *(serves 25)*
35.00

Smoked Gouda Dip with Assorted Crackers *(serves 25)*
35.00
Add Bacon for $3.00

Spicy Chicken Wings with Celery and Carrot Sticks  **60.00 (serves 25)**
*Choose one sauce to be served on the side: Buffalo, BBQ Sauce, Bleu Cheese, Ranch, or Honey Mustard*
60.00

Chicken Tenders *(serves 25)*
*Choose one sauce to be served on the side: Buffalo, BBQ Sauce, Bleu Cheese, Ranch, or Honey Mustard*
60.00

Baked Brie with Crackers *(serves 25)*
49.75

Baked Brie en croute with Red Pepper Jelly served with Baguette *(serves 25)*
60.75

*(Items below sold by the dozen, minimum 4 dozen)*

Sesame Ginger Meatballs
10.00

Mini Vegetable Spring Rolls with Sweet and Sour Sauce
12.50

Maple Bacon Wrapped Scallops
34.75

Mini Chicken Satay with Thai Peanut Sauce
22.00
Coconut Shrimp with Sweet Thai Chili Sauce
37.00

Spinach and Feta Stuffed Mushrooms (GF)
Simply sautéed spinach, garlic, and onions tossed with crumbled feta cheese
15.00

Sausage Stuffed Mushrooms
Italian sausage mixed with herbs and shredded cheese
15.00

Crab and Boursin Stuffed Mushrooms
Sweet crabmeat mixed with boursin cheese and breadcrumbs
16.00

Raspberry and Brie Stuffed Phyllo Dough
25.50
Cold Appetizers
(Items sold by dozen, minimum 4 dozen)

Finger Rolls
*Filled with ham salad, tuna salad and egg salad*
19.00

Silver Dollar Rolls
*Filled with roast beef, turkey and ham*
19.00

Assorted Chef’s Choice Pinwheel Sandwiches
*(will contain vegetarian option)*
19.00

Crab and Cucumber Canapes with Fresh Cilantro and Red Pepper Jelly
18.00

Shaved Steak with Horseradish and Whole Grain Mustard Sauce on a Crostini
18.00

Smoked Salmon Tartlet with Avocado Mousse and Diced Mango
18.00

Guacamole Tartlet
16.00

Genoa, Boursin Cheese and Pepperoncini Crostini
17.50

Chipotle Shrimp Remoulade in Phyllo Cup
19.00

Bruschetta
19.00

Prosciutto and Melon Brochette
19.00
Curried Chicken Salad in Phyllo Cup
16.00

Caprese Skewers with Balsamic Glaze and Extra Virgin Olive Oil
17.50

Jumbo Shrimp Cocktail with Cocktail Sauce
MP (per pound)
Reception Trays

Fresh Cut Fruit Tray

Small 35.00
Large 50.00

Cubed Cheese and Crackers

Small 35.00
Large 60.00

Sliced Local Cheese and Crackers

Small 50.00
Large 90.00

Fresh Crudité with Creamy Ranch Dip

Small 35.00
Large 50.00

House-Made Roasted Red Pepper Hummus and Pita Bread

Small 35.00
Large 50.00

House-Made Roasted Red Pepper Hummus with Fresh Crudité

Small 40.00
Large 65.00

Antipasto Platter

Small 75.00
Large 150.00
FOOD AND BEVERAGE ARRANGEMENTS

Reserve a Room
To reserve space in Wells Conference Center, please call 207-581-4718 or email um.catering@maine.edu

Room Rental Fees

AM - Lunch
All 3 rooms $375.00
Room 1 $200.00
Room 2 $100.00
Room 3 $75.00

Afternoon
All 3 rooms $180.00
Room 1 $100.00
Room 2 $50.00
Room 3 $30.00

Evening
All 3 rooms $570.00
Room 1 $300.00
Room 2 $150.00
Room 3 $120.00

All Day
All rooms all day $1125.00
Room 1 $600.00
Room 2 $300.00
Room 3 $225.00

A portion of your rental fees (up to 50%) will go towards the cost for food and beverage
**Guarantees/Lead Time**

It is advisable to plan as far in advance as possible. Please call to schedule your event no less than ten business days 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 business days before the event.

The final cost for billing purposes will be based on the guaranteed number supplied by the customer or the actual count on the day of service, whichever is greater.

**Dietary Restrictions**

If you have an attendee with special dietary restrictions, we ask that you please provide us this information at least three business days in advance in order for University of Maine Catering to accommodate the needs.

**Emergency Requests**

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

**Function Cancellation**

When it is necessary to cancel an event, please notify us as soon as possible. Any event cancelled three business days prior to the date of the event or later may be charged the food cost for the event.

**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 the event. 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 Fee
There is no delivery fee for events scheduled on campus Monday through Friday between 7:00am and 5:00pm.

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 - On Campus before or after the Hours of 7:00am-5:00pm
$10.00 or 5% of order if over $200.00, whichever is greater.

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 all University holidays or Administrative Days will be assessed holiday rates of an additional 25% of the total.

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

Rental of tables and chairs are the responsibility of the client

Open Flames and Sterno
For your guests’ safety, an attendant may need to be present, if University of Maine Catering deems necessary, at all events that require open flames or sterno.
Appropriate attendant fees will apply.
**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).

- Wait staff and/or Attendants (3 hour minimum) $25.00 per hour
- Cooks (2 hour minimum) $30.00 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 $16.50 per rack (includes Sterno)
- Cambro Thermos (for beverages) $11.00 per container

**Linen - must be ordered 1 week in advance**
- Linen Napkins $5.50 per dozen
- Linen Tablecloths $5.50 each
- Banquet - 54” x 119” -or- Square - 90” x 90”
- Linen Tablecloths $9.50 each
  - 120” Round
ALCOHOLIC BEVERAGE SERVICE & POLICY

The fee schedule for bar service is as follows:

Beer/Wine Bar $100.00
Full Liquor Bar $200.00

The fee includes one (1) bartender and the liquor license. Additional bartenders, as needed by our discretion, will be charged at $25.00 per hour.

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. Generally, UMaine Catering will service events only on campus with a liquor license; arrangements should be made fourteen (14) days prior to the event for this service. NOTE: Student groups must have prior approval through the Alcohol and Drug Education Programs 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. For all functions not attended (delivery or pickup) it is the responsibility of the customer to provide proper storage of food items prepared by University of Maine Catering.

Food items from other sources cannot be brought into Wells Conference Center or any University of Maine Dining location.

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