



Campus
Dining

WOU CATERING GUIDE



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503-838-8639

2024-2025

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If you are not seeing a menu selection you would like, we would love to talk to you and help customize a menu for your event. We want to ensure that we are providing you with the very best options for you to select for your guests so please let us know if there is something you do not see in our order guide. If you have any questions, please don't hesitate to contact the catering department at: cater@wou.edu or call 503-838-8639

On Campus Delivery is available Dependent on staffing and size of orders.

\$20.00 - For delivery of small orders using one staff member. Large orders will occur additional staffing to deliver and pick up at a rate of **\$15.00 per additional staff**.

\$30.00 - For delivery of orders requiring use of Catering transportation.

You may arrange with the Catering Department to pick up your own order, in which case, no delivery fees will be charged.

Equipment needs to be returned within 24 hours or an equipment charge of 10% per day will be added to your billing.

• **Note:** Due to liability issues, no leftover food will be sent home unless arrangements are made prior to your event. Requests for pricing for items that are not currently listed in our catering guide may take up to 7 business days to be completed. Please plan accordingly!

Adjustments to menus can be made to accommodate special dietary needs*. Please let us know if this will be necessary when you are booking your party.

Event Service After-hours Fees The standard operating hours for all deliveries including set-ups and tear-downs are Monday through Friday from 7 a.m. to 7 p.m. and Saturday and Sunday from 7 a.m. to 7 p.m. with an additional **\$50.00** flat fee to cover labor. Delivery services required before or after these standard service times will incur a **\$50.00** flat fee to cover the additional labor charge. Clients will incur additional labor fees for events occurring on a university holiday. Unscheduled return trips due to late meetings, locked buildings/rooms or any other reason the catering and/or set-up equipment is not able to be set-up or retrieved at the specified times will incur an additional fee of **\$50.00**. Clients will be asked for cell phone numbers for day-of communication.

Catering and Campus Policies

CAMPUS FOOD GUIDELINES

WOU Catering is the primary food vendor for all catered University events and the exclusive caterer for events in the Werner University Center.

For further details, please refer to the “**Campus Food Policies**” on the Policy Council webpage, under the Student Affairs tab. <http://www.wou.edu/policycouncil/view-policy/?ppolicyid=129>

If you plan to provide your own refreshments for your event, you must complete and submit a Campus Dining Food and Beverage Approval Form (Access this form via the link above - scroll to Campus Food Policy.)

BILLING INFORMATION

Campus Departments may pay for catering by journal vouchers. After the event, a copy of the J.V. will be sent to the department billed.*

Catering accepts payment via cash, check, Visa or Mastercard

Off-campus and personal events require a **50% down payment** when the event is confirmed. For off-campus and personal events the contact person will be sent an invoice for the remaining amount and payment will be due 30 days from the time of billing.

- Please call 503-838-9400 for questions regarding billing.

* If you choose to have your event billed to a department index, you will need to submit the “Non-Travel Meals and Refreshments Pre-Approval form” (Scroll to “Non-Travel Meals, Refreshments, and Hospitality Expenses” under OUS TRAVEL POLICIES) to the Business Office for approval. All catering events must be paid within 90 days , a 10% fee will be assessed for each late billing cycle.

ROOM RESERVATIONS

All space requests for vendor tables, meetings, events, conferences, or other program spaces should be submitted online at Western Oregon University’s reservations website located at <http://www.wou.edu/astra>

WOU-Sponsored or a Non-Affiliated customer groups wishing to reserve a facility on campus must contact the Coordinator, Conference, and Event Services at conferences@wou.edu or call 503-838-8658

Please note, Catering can only supply food, beverages, and linens. All table, chair and room setup specifics need to be arranged through the building managers.

To reserve Gentle House, call the Office of Gentle House at 503-838-8673.

LINEN

Linens are provided for food and beverage buffet Tables. Black tablecloths with red napkins are our standard colors.

NOTE: Guest table linens are not provided for Brown Bag Lunches, pick-up orders, and Pizza Table linens and linen napkins for guest tables can be ordered. Please contact the Catering Coordinator for additional color choices, specialty colors must be ordered in quantities of 5 or more with 14 days notice.

PRICING FOR ADDITIONAL LINENS: TABLECLOTH: \$9.00 NAPKIN: \$0.75

GUEST COUNTS

Final counts need to be confirmed a minimum of 5 business days prior to the event. If no final updates are made, the guest count from the initial confirmation will be used.

·For counts greater than the guaranteed number, we will do our best to provide a comparable meal and service.

Catering orders require at least 10 business days in advance of the event.

Orders placed less than 7 business days before the event will be charged an Express Service fee equal to 15% of the total bill, with a \$5.00 minimum.

If cancellations are received less than five working days before the event, an amount equal to 50% of the guarantee OR actual costs to Catering may be charged to cover expenses that may have already been incurred by the Western Catering Department.

CATERING HOURS AND LABOR

China Buffet Service:

(2-3 hours for service + clean up)

0-25 guests: 1 employee, \$15/hour

25-100 guests: 2 employees, \$30/hour

101-150 guests: 3 employees, \$45/hour

Professional Production Staff:

(outside BBQ, action stations, etc.) \$50 /hour

Plate Service Fee: \$3 per plate

Beverages

STARBUCKS COFFEE

(Includes 8oz cups, sugars, assorted creamers)



\$2.50 per person

HOT TEA

(Includes 8oz cups, sugars, assorted teas)

\$1.75 per person

ICED TEA

\$1.75 per person

LEMONADE

\$1.75 per person

BOTTLED WATER

\$1.50 per person

CANNED SOFT DRINKS

(Assorted provided unless specific selections made)

\$1.50 per person

ICED WATER

(7oz water cups provided)

\$0.75 per person

Bar Service & Alcoholic Beverages

If you would like to serve beer and/or wine at your event you may do so, as long as you abide by the guidelines in the “Alcoholic Beverages, Possession and Consumption” policy found here: <http://www.wou.edu/policycouncil/view-policy/?ppolicyid=1032>

In addition, one bartender for every 50 guests will be provided at a cost of \$25.00 per bartender per hour + 30 minutes of set-up and clean-up

1-50 Guests: \$25.00/hour + \$50

51-100 Guests: \$50.00/hour + \$100

CATERING PROVIDED WINE AND BEER PRICING

If you would like us to purchase alcohol for your event, please inquire ahead of time. Pricing varies by product wanted.

CLIENT PROVIDED WINE AND BEER SERVICE

If you would like to provide your own wine and/or beer for an event, please contact catering to coordinate dropping off and picking up the products you would like us to serve. Any left-over beverages from an event need to be picked up by the next business day. Wine or beer that is not purchased through Western Oregon University will first require approval from the Campus Dining Director.

Please submit any requests for alcohol service at least 3 weeks prior to the event to ensure University approval. Use the Registration Form for Events with Alcohol.

WINE CORKAGE FEE	\$5.00
BEER CORKAGE FEE	\$1.00
KEG CORKAGE FEE	\$25.00

NOTE: WOU catering will dispose of any partially filled and empty alcohol containers at the conclusion of the event.

Refer to the **“Alcoholic Beverages, Possession and Consumption”** Policy for more information.

Breakfast

DONUTS

(72 - hour notice required)

\$2.50 each

PAN DULCE

(La bonita bahery)

(5 day notice required)

\$2.50 each

BREAKFAST PASTRIES

(Assorted Baker's Choice)

\$2.25 each

WHOLE FRESH FRUIT

(Assorted)

\$0.85 each

INDIVIDUAL YOGURT CUPS

\$2.95 per cup

FRESH FRUIT CUPS

\$5.00 each

CONTINENTAL BREAKFAST

(Includes assorted pastries, fresh cut fruit and juice)

\$7.95 per person

HOT BREAKFAST

Scrambled Eggs

Breakfast potatoes or hashbrowns

Bacon or sausage, vegan sausage and biscuits

\$12. 95 per person

***ADD PEPPER OR SAUSAGE GRAVY**

\$1.25 per person

Lunches

BASIC PACKAGED LUNCH **\$9.95**

(Includes sandwich, salad or wrap, chips, soda or bottled water)

FULL PACKAGED LUNCH **\$12.95**

(Includes sandwich, salad or wrap, chips, cookies, carrots & ranch, apple, soda or bottled water)

SANDWICH OPTIONS:

Turkey & Swiss Croissant
Ham & Swiss Croissant
Italian Hoagie

SALAD OPTIONS:

Garden (GFF/VG)
Chef
Caesar

WRAP OPTIONS:

Southwest Chicken
Chicken Caesar

***GLUTEN-FREE-FRIENDLY, VEGAN AND VEGETARIAN MEALS AVAILABLE UPON REQUEST**

Buffets

***Beverages not include, please refer to page 4 for beverage options.**

MEXICAN

\$14.95

Choose 1 Protein: Chipotle Chicken or Taco Beef

Plant-Based Protein: Spicy Soy Curls *available on request, note portions needed*

Choose 1: Spanish Rice, Cilantro-Lime Rice, or Brown Rice

Choose 1: Refried Beans, Pinto Beans, or Black Beans

Toppings: Shredded Jack Cheese, Jalapeno, Onion, Cilantro, Lettuce, Salsa, Sour Cream, Tortilla Chips

ASIAN

\$16.95

Choose 1 Protein: Mandarin Chicken, Crispy Lemongrass Chicken or Huli Huli Chicken

Plant-Based Protein: Asian Tofu with Teriyaki Sauce *available on request, note portions needed*

Choose 1: Egg Rolls w/ Sweet and Sour or Chili Garlic Sauce, or Ginger Sesame Salad, Sticky Rice and Lo Mein Noodles

MEDITERRANEAN

\$15.95

Protein: Mediterranean Chicken

Plant-Based Protein: Mediterranean Soy Curls or Tofu *available on request, note portions needed*

Quinoa & Brown Rice, Roasted Vegetables

Toppings: Lettuce, Tomato, Onion, Pita Chips, Feta Cheese and Tzatziki Sauce

ITALIAN

\$15.95

Choose 1 Protein: Meatballs or Grilled Chicken

Plant-Based Protein: Herb Soy Curls *available on request, note portions needed*

Pasta: (Gluten Free Friendly *available on request, note portions needed*)

Pick 2 Sauces: Marinara, Alfredo, Pesto Alfredo
Green Salad & Assorted Bread

***IF YOU ARE LOOKING FOR OTHER OPTIONS, PLEASE REACH OUT! WE WOULD LOVE TO MAKE YOUR EVENT HAPPEN.**

Appetizers

CHEESE & CRACKERS	\$4.25 per person
VEGETABLES WITH HUMMUS & RANCH	\$3.00 per person
FRESH ASSORTED FRUIT (Pineapple, honeydew, cantaloupe, grapes (depending on availability) *Please inquire about other fruit options	\$3.95 per person
CHARCUTERIE DISPLAY	\$7.95 per person
MEAT & CHEESE WITH CRACKERS	\$5.25 per person
MEATBALLS OR PLANT BASED MEATBALLS (BBQ or Teriyaki Sauce)	\$4.50 per person
SPRING ROLLS	\$1.75 per person

Dessert

SMALL COOKIES

Chocolate Chip or Sugar
(GFF and Vegan available)

\$1.00 each

LARGE COOKIES

(GFF and Vegan available)

\$2.25 each

RED PLATE CERTIFIED ALLERGEN-FREE COOKIES

(Assorted Flavors)

\$2.50 each

ASSORTED PETITE DESSERTS

\$3.95 each

ASSORTED BARS

\$2.95 each

DONUTS

(72 Hour Notice)

\$2.50 each

LA BONITA MEXICAN PASTRIES AND CAKES

(5 Day Advance Notice Required)

Prices Vary

**HAVE CUSTOM CAKE AND SPECIALTY DESSERTS
REQUESTS? LET US KNOW WHAT YOU HAVE IN MIND!**

Large Pizzas

*Gluten free crust and plant-based cheese, and pepperoni available upon request

16" Cheese \$14.95

(Topped with pizza sauce and a blend of mozzarella, cheddar and provolone cheese)

16" Pepperoni \$16.95

(Topped with pizza sauce, pepperoni slices, and a blend of mozzarella, cheddar, and provolone cheese)

16" Vegetarian \$21.95

(Topped with pizza sauce, olives, onions, peppers and a blend of mozzarella, cheddar and provolone cheese)

Medium Pizza

(Available for Student clubs, Student groups or meetings on Campus! Pick up at Valsetz 11am - 7pm.)

12" CHEESE **\$9.00**

12" PEPPERONI **\$10.00**

12" VEGETARIAN **\$13.00**

Additional Toppings Available for **\$0.95** each

Toppings: Sausage, Pepperoni, Bacon, Plant-Based Pepperoni, Mushrooms, Black Olives, Onions, Green Peppers, Jalapenos, Pineapple