WOU | Campus Dining

# WOU CATERING GUIDE



cater@wou.edu
503-838-8639

## 2026-2027

# Table Of Contents


Policies ..... 2

Beverages ..... 4

Breakfast ..... 6

Lunch ..... 7

Buffets ..... 8

Appetizers ..... 9

Desserts ..... 10

Pizza ..... 11

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 arrangments 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 teardowns 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**

***Payment is required within 30 days from the time of billing.***

Please call 503-838-9400 for billing questions.

* 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 https://wou.edu/student-engagement/campus-reservations/

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**<br>(Includes 12oz cups, sugars, assorted creamers) | **$2.75 per person** |
| **HOT TEA**<br>(Includes 12oz cups, sugars, assorted teas) | **$1.75 per person** |
| **ICED TEA** | **$1.75 per person** |
| **LEMONADE** | **$1.75 per person** |
| **BOTTLED WATER** | **$2.00 per person** |
| **CANNED SOFT DRINKS**<br>(Assorted provided unless specific selections are made) | **$1.50 per person** |
| **ICED WATER**<br>(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 for $25.00 per bartender per hour + 30 minutes of set-up and clean-up

**1-50 Guests:** $30.00/hour
**51-100 Guests**: $60.00/hour

# 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.

**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 mor information.

# Breakfast

| | |
|---|---|
| **ASSORTED MUFFINS** | **$2.95 each** |
| **ASSORTED DANISHES** | **$2.95 each** |
| **MINI SCONES** | **$7.95 (dozen)** |
| **WHOLE FRESH FRUIT**<br>(Assorted) | **$0.85 each** |
| **INDIVIDUAL YOGURT CUP** | **$1.75 per cup** |
| **CONTINENTAL BREAKFAST**<br>(Includes assorted pastries, fresh cut fruit and juice) | **$7.95 per person** |
| **HOT BREAKFAST**<br>Scrambled Eggs<br>Breakfast potatoes or hashbrowns<br>Bacon or sausage, vegan sausage and biscuits | **$12. 95 per person** |
| ***ADD PEPPER OR SAUSAGE GRAVY** | **$1.25 per person** |

# Lunches

| | |
|---|---|
| **PACKAGED LUNCH**<br>(Includes sandwich, salad or wrap, chips, soda or bottled water) | **$10.95** |
| **CHIPS** | **$1.00** |
| **CHIPS (BAGGED)** | **$0.55 each** |
| **APPLE** | **$0.85 each** |
| **CARROTS & RANCH** | **$1.50** |

**SANDWICH OPTIONS:**

Turkey & Swiss Croissant
Ham & Swiss Croissant
Italian Hoagie

**SALAD OPTIONS:**

Garden (GFF/VG)
Caesar

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

# Buffets

***Beverages not included; please refer to page 4 for beverage options.**

## MEXICAN — $14.95

**Chose 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, 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

| SMALL | MEDIUM | LARGE |
|---|---|---|
| 10-12 $34.95 | 15-20 $54.95 | 25-30 $79.95 |

## VEGETABLES WITH HUMMUS & RANCH

| SMALL | MEDIUM | LARGE |
|---|---|---|
| 10-12 $29.95 | 15-20 $45.95 | 25-30 $64.95 |

## FRESH ASSORTED FRUIT

(Pineapple, honeydew, cantaloupe, grapes (depending on availability)
*Please inquire about other fruit options

| SMALL | MEDIUM | LARGE |
|---|---|---|
| 10-12 $32.95 | 15-20 $52.95 | 25-30 $70.95 |

## CHARCUTERIE DISPLAY **$7.95 per person**

## MEAT & CHEESE WITH CRACKERS

| SMALL | MEDIUM | LARGE |
|---|---|---|
| 10-12 $74.95 | 15-20 $94.95 | **25-30 $114.95** |

## MEATBALLS OR PLANT BASED MEATBALLS **$4.50 per person**

(BBQ or Teriyaki Sauce)

# Dessert

| | |
|---|---|
| **SMALL COOKIES**<br>Chocolate Chip or Sugar<br>(GFF and Vegan available) | **$1.00 each** |
| **LARGE COOKIES**<br>(GFF and Vegan available) | **$2.25 each** |
| **RED PLATE CERTIFIED ALLERGEN-FREE COOKIES**<br>(Assorted Flavors) | **$2.50 each** |
| **ASSORTED PETITE DESSERTS** | **$3.95 each** |
| **LEMON BARS** | **$2.95 each** |
| **BROWNIES** | **$2.95 each** |

**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

Additional Toppings Available for **$0.95** each

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