

# *Catering Services Menu*

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*Whether you need coffee service for 25 people or a banquet for 200, UIS Catering can help. We provide a full range of catering services for events held on campus events.*

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**University of Illinois Springfield**

**2251 Richard Wright Drive**

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# CATERING GUIDELINES

The planning for special events takes time and preparation. Please give us enough time to plan your event by adhering to the following guidelines:

1. Space must first be reserved through the University.
2. Upon confirmation of space needs, the group or individual should contact the Catering Department regarding food services: [rwill6@uis.edu](mailto:rwill6@uis.edu) or 217-206-7741, Randy Williams <https://www.uis.edu/dining/catering-menus>
3. All details for event including guaranteed guest count, room arrangements, media needs, programs or presentations and duration, shall be confirmed at least 10 “Working Days” prior to event. (Working Days will be understood to mean: Monday-Friday).
4. Method of payment and billing information **must** be received prior to your event, including signed contracts. University of Illinois department clients **must** include following with all catering request.
  - a. The name of the account to be billed.
  - b. The account number to be billed.
  - c. The name of the fiscal officer for account if applicable.
5. The final guarantee for guests will be due five working days prior to the event. The UIS Catering Service will set the room, and will be prepared to serve 5% over the guarantee number of guests.
6. We understand events arise unexpectedly and we will do our best to accommodate your needs. Late orders will be accommodated to the best of our abilities on a case by case basis including rush charges as follows:  
48-72 Hours prior, 25% of the food & beverage bill

# POPULAR BREAKS AND SNACKS

## Beverages

*sold by the gallon, serves approximately 15 people*

Urn of hot water, Lipton, herbal teas, brewed Arabica coffee regular or decaffeinated - 24.00

Hot Chocolate - 24.00

Assorted juice: orange, apple, cranberry -2.00e.

Bottled Spring water - 2.50

Lemonade gallon- 24.00

Fresh brewed iced tea gallon - 24.00

Canned soft drinks – 2.50

## Bakery each.

muffins – 3.75 mini muffin – 1.25

bagels with cream cheese (plain or assorted) – 3.00

cinnamon rolls – 2.50

petite danish - 2.00 granola bars – 1.75

brownie, powdered sugar - 2.00

cookies – 2.00

creamy lemon bars – 2.00

gluten free items - \$ up-charge

whole fresh fruit: apples, bananas, oranges – 1.50

## Continental Breakfast

Assorted pastries may include: Scones, Danish, & Muffins (1.5 per person)

Fresh fruit tray, coffee, decaffeinated coffee, assorted teas, chilled assorted juice – 10.00/pp

Add:

individual yogurt containers – 4.50e.



# BREAKFAST BUFFET \*buffet minimum of 25 guests. Prices based per person.



Hot breakfast buffets include regular and decaf coffee, assorted hot teas, orange juice and water

**Choose one of the following:** mini bagels with cream cheese, assorted Muffins with butter or mini pastries.

## **Hot breakfast options**

Pick one entree and one side \$14.50

Pick one entree and two sides \$17.00

Pick one entree and three sides \$19.00

Pick two entrees and two sides \$20.00

## **Breakfast entrées**

Scrambled eggs

Cinnamon French toast maple syrup

Breakfast sausage gravy, 1 biscuit

Breakfast Casserole

Breakfast taco bar: Tortillas, egg, sausage, pepper & onions, cheese and hot sauce

## **Breakfast sides**

Pork sausage links

Ham

Poultry bacon

Bacon

Breakfast potatoes

Seasonal fruit compote

# SOUPS AND SANDWICHES



## Signature Soup

Minimum of 25 people

Vegetable, roasted corn chowder, chicken noodle, herbed tomato bisque, cream of broccoli, vegetarian bean chili or soup du jour – 4.50

## Deli Buffet

Combination of: freshly sliced smoked turkey breast, shaved ham and hard salami. Includes: sliced onions, tomatoes, lettuce, dill pickle slices, mustard, mayonnaise packs.

Cheese: cheddar, provolone, Swiss, pepper jack or American

A variety of breads including: whole wheat, white or hoagie.

Choice:

Fresh fruit compote, potato salad or tossed salad & assorted fresh baked cookies, brownies or creamy lemon bars

Iced tea, and water – 19.00

## Sandwich Options

Gluten free/vegan bread available upon request for extra 2.00 or dessert 3.00

**Boxed Lunches**     *Contact catering sales for availability of additional selections.*

Breads and sides must be the same for the entire order. Sandwiches are made with whole wheat or white sandwich bread with lettuce, pickle and tomato. Choice of sandwich: turkey & cheese, ham & cheese, salami & cheese, chicken salad or vegetarian. Includes potato chips and seasonal fruit, cookie and beverage – 15.00

# FRESH FROM THE GARDEN

Salads include Artisan bread and choice of dressing

## Grilled Chicken Caesar Salad

Classic Caesar salad tossed in our Caesar dressing with grilled chicken breast, topped with parmesan cheese and croutons – 16.50

## Alà Carte Side Salads

### Caesar Salad

Classic salad with Romaine, special Caesar dressing, parmesan cheese and homemade croutons – 5.75

### Tuscan

Romaine and leaf lettuce, sliced Roma tomatoes, slivered red onions, parmesan cheese, pepperoncini and croutons, sweet vinaigrette – 5.75

### Garden Tossed

Blend of greens, sliced cucumbers, tomato wedges, carrots, red cabbage, feather shredded cheddar cheese, with choice of dressing - 5.50

Additional Salad Dressing Selection:

Buttermilk Ranch  
Golden Italian  
Poppy Seed

French  
Honey Mustard



## SPECIALTY BUFFET SERVICE

All buffets are priced per person (25 person minimum). Buffets *may* include roll and beverage.

### **Southwestern Grill**

Fresh cut fruit compote, 1 soft flour tortilla and 1 corn taco shell, ground taco beef or grilled fajita chicken, peppers & onions, *toppings*: grated cheddar cheese, diced tomatoes, lettuce, jalapenos, black olives, sour cream, Texas rice and cake – 19.25

### **Little Italy** one choice of Entrée:

Italian style salad with sliced Roma tomatoes, croutons, parmesan cheese, shaved red onions, pepperoncini and sweet Tuscan dressing, baked lasagna with meat sauce or grilled pesto chicken, rice pilaf, sautéed Italian vegetable medley with balsamic vinegar, lemon cake – 23.00

### **The Homestead** one choice of Entrée:

Choose from Slow cooked beef pot roast or crispy chicken fried chicken breast. *Served with choice of two*: mashed potatoes, macaroni and cheese, red skin potatoes, carrots or seasoned green beans with bacon and onions, includes tossed green salad, warm roll and butter and warm fruit cobbler – 24.00

### **The All American Grill**

Green tossed salad with Ranch dressing or potato salad, house made potato chips, hamburgers, hot dogs, assorted condiments and buns, brownies, iced tea and lemonade – 18.50

### **Pasta Bar**

Tossed Salad, Choice of two pastas (penne, spaghetti, bow tie or cheese tortellini), choice of two sauces (marinara, Alfredo, Bolognese), meatballs or Italian chicken, garlic bread, brownies or cookies. – 18.00

### **Salad & Baked Potato Bar**

Vegetarian Bean Chili, Baked Potatoes, Romaine Lettuce, Grilled Chicken, Cheddar Cheese, Salsa, Bacon Bits, Broccoli, Butter, Green Onions, Parmesan & Cheddar Cheese and Croutons accompanied by Ranch Dressing, includes cookies. – 18.00



# BUFFETS

*lunch & dinner Iced tea and water service*

## **ONE ENTRÉE**

Choice of one entrée with two side dishes, house salad, roll & butter and includes disposable tableware.

19.75 per person

## **TWO ENTRÉE**

Choice of two entrées with three side dishes, house salad, roll & butter and includes disposable tableware.

23.75 per person

### **Entrée selections**

- Fried chicken
- Chicken breast- marinated grilled, chicken fried chicken or Italian
- Herb-roasted pork loin
- Meat or Vegetable lasagna
- Oven-baked ham
- Oven-roasted turkey breast
- Pot Roast
- Baked Salmon- add \$3.00 per person
- Baked Pasta Primavera- vegetarian



**SIDES: \$3.50e.**

Potatoes

Rosemary roast potatoes, twice baked potatoes, baked potatoes, parmesan potato planks, Lyonnaise potatoes, Selection of mashed potatoes: Classic with cream and butter, bleu cheese red skin mashed or mashed Yukon gold.

Rice and grain dishes

Vegetable rice pilaf, Risotto, Basmati Rice

Pasta dishes

Pasta with herbs and olive oil, fettuccini with Alfredo or marinara, mac n cheese

Vegetables

Sautéed green beans with pecans, almandine, or bacon and onions, broccoli and cauliflower, buttered sweet corn, roasted root vegetables, asparagus, carrots, or vegetable medley



# PLATED TABLE SERVED MEALS

All meals are priced per person (25 person minimum) includes dinner rolls and beverages.

Salads, sides and desserts may be added for an additional charge.

## **Poultry selections**

Teriyaki Chicken- marinated and grilled boneless breast, served with grilled pineapple and a slightly spicy oriental BBQ sauce – 14.50

Chicken Romana- grilled boneless chicken, served with tomato sauce, topped with fresh mozzarella, roasted garlic and pesto drizzle – 14.50

Chicken Marsala- boneless breasts, seasoned and sautéed with a rich Marsala wine sauce with mushrooms and pearl onions – 13.25

Chicken Ala Greque- marinated chicken, grilled and accompanied with a mélange of artichokes, kalamata olives, peppers, in a lemon-garlic glaze – 13.25

## **Pork selections**

Rosemary Roast Pork- roasted pork loin, served with a savory herb au jus – 14.50

Apple Pork- grilled medallions of pork, served with a sherry apple glaze – 15.50

## **Beef selections**

Roast Round of beef chasseur- sliced roast beef, roasted and served with a sauce of Demi-glace, white wine, tomatoes, mushroom and onions – 16.50

Filet Mignon- the tenderest cut of beef, seasoned with our own house herb rub, and served with a mushroom red wine sauce. *Priced at market price.*

## **Pasta selections**

Beef Lasagna- topped with a light marinara sauce, and garlic breadsticks – 15.00

Vegetable Lasagna- vegetarian topped with a light Alfredo sauce, and garlic breadsticks –15.00

Ravioli Primavera- vegetarian stuffed pasta pouches, tossed with fresh sautéed vegetables in pesto olive oil – 16.00

Farfalle Pasta Nouvelle-vegetarian bow tie noodles, abundance of vegetables, wild mushrooms, garlic, olive oil, feta cheese and lemon –13.50



## Seafood selections

Atlantic Tilapia- 13.50

choose your preparation:

lemon pepper baked with dill sauce

Cajun bronzed with lemon and parsley

Salmon – 19.75

choose your preparation:

Grilled with herbs and lemon butter

Bourbon pecan maple glazed



# HORS D'OEUVRES

*Our dazzling display of buffet style hors d'oeuvres*

## **Cold Hors D'oeuvres**

Devilled eggs 50 e. - 42.00

Bruschetta fresh tomato and cheese with crostini 50 e. -73.00

Silver Dollar size sandwich assortment 25 e. - 55.00

Seared scallops with dill cream 50 e. — market price

Shrimp cocktail shooters 50 e. - 125.00



## Hot Hors D'oeuvres

Vegetable or pork egg rolls – 60.00

Fried ravioli, served with marinara - 55.00

Fried mozzarella cheese sticks served with marinara - 65.00

Savory Meatballs - 55.00

sweet and sour

BBQ

marinara

Chicken wings buffalo or BBQ – 95.00

Stuffed mushrooms - 80.00

Pot Stickers with ginger soy sauce – 80.00

Baked Brie en croute, French bread, raspberry jam - 80.00



**Displays (mirrors, blocks and trays):**

*Fresh sliced seasonal fruit with yogurt dip*

*Fresh raw vegetable crudité, relishes, and dips*

*Artisan cheese block displays -/crackers*

*Charcuterie block displays*

*Small (serves 25) - 80.00*

*Large (serves 70) – 180.00*

Smoked salmon plank with appropriate accompaniments - 165.00

Tortilla chips with salsa – 38.00

House made potato chips with ranch dip - 38.00

Sun dried red pepper hummus with toasted pita points - 38.00

Mixed nuts - 23.00 per lbs.



## **Chef's carving station**

*\* minimum of 50 guests \*one hour service*

(serves approximately 50)

Medium rare roast top round of Beef or Strip loin – *Market price*

Prime Rib – *Market price*

Served with Rosemary Jus and Horseradish sauce

Herb crusted roast tenderloin of beef – *Market price*

Served with béarnaise

Roasted breast of turkey - 450.00

Cranberry-Orange Relish, Dijon Mustard and Natural Gravy

Roasted loin of pork - 400.00

Dijon Mustard



## Dessert Selections

Gourmet Tortes (check for current sinful selection!) 7.00 per person

Lemon chiffon wedge, Double Chocolate, Carrot, Tiramisu

Assorted pies: Chocolate, lemon meringue, coconut cream, Boston cream.

### Sweet Treats

Chocolate dipped strawberries - 90.00

Fresh baked brownies – 50.00

Lemon bars with powdered sugar – 50.00

Assorted cookies – 24.00 per dozen

### Miniature Desserts

Assorted cheesecake bites - 95.00

Turtle caramel filled chocolate cups - 80.00

Petite chocolate éclairs - 50.00

Petite cream puffs - 50.00

Assorted dessert bars – 75.00

# Dessert Stations

*\*25 guest minimum*

## Cheesecake – 8.50 per guest

Cheesecake bar with chocolate, cherry, strawberry, raspberry, blueberry, caramel sauces, pecans, chocolate chips and whipped cream.

## Sweet Station - 9.50 per guest

Chocolate éclairs, dessert bites, fruit tarts, fruit kabobs, chocolate chip cookies, brownies and cream puffs.

## Ice Cream Sundae Bar - 8.50 per guest

Vanilla ice cream with toppings - chocolate, caramel, strawberry, whipped cream, chopped nuts and maraschino cherries.



# BAR SERVICE

Bars can be provided for your event. Bars may be open bar (hosted), cash bar, or a combination. A flat rate of \$100.00 for bar setup and break down will apply to all events at the university. Additional fees may apply for extended hours of service.

## CONSUMPTION & CASH BARS

### Consumption Bar

For those who wish to pay for each drink their guests actually consume.

Liquor is charged by the tenth of the bottle. Wine is charged by the number of bottles opened. Beer is charged by the bottle.

### Cash Bar

For those who wish for their guests to pay for their own drinks.

### Bottled Beer

Domestic .....	\$6.00/bottle
Micro Brews/Imported .....	\$7.00/bottle

Our bars offer the following spirits for drinks:  
Rum, Amaretto, Gin, Vodka, Whiskey, and Scotch

Call brand liquors - 8.00  
Premium liquors - 9.00

### Signature Drinks

This is a fun way to bring the color palate of your event to your guests. Signature drinks come in many styles and types. We can create fun drinks based on your favorite libation. Signature drinks are a custom menu item.

## Wine

*\*sold by the bottle except for cash bars in which it is \$6 per glass*

Red Wine (*California*)

Merlot Pinot Noir Cabernet Sauvignon

White Wine (*California*)

White Zinfandel Pinot Grigio Chardonnay Moscato

**Vintage, Illinois, and Sparkling Wine are available upon request**

\*Our catering department will be happy to assist you in the selection of wine to complement your banquet or reception.

## **HOST BAR PACKAGES**

Prices based on 2 hour time period.

# 1 \$15/pp Domestic and Specialty Bottled Beer, and House Wines, Pepsi and Coca-Cola products included.

# 2 \$19/pp Call Liquor, Domestic and Specialty Bottled Beer, and House Wines, Pepsi and Coca-Cola products included.

# 3 \$25/pp Call & Top Shelf Liquor, Domestic and Specialty Bottled Beer, and House Wines, Signature Drink, Pepsi and Coca-Cola products included.



## CATERING SERVICES POLICIES

The UIS Food Service has exclusive rights to all food and beverage service on campus. Food and beverages *may not* be brought into any event without express, written permission re: (*Request to Waive Catering Requirements*) from UIS Food Service Management.

### Service Charge

All Food and Beverage prices are subject to the standard 20% service charge and 9.75% Illinois state sales tax, with a \$5 minimum service charge. All menu items, charges and tax are subject to change without notice.

We require an additional 20% service charge for all events located off the UIS central campus. If an additional vehicle is required to transfer food or equipment to the event location, additional fuel or rental fees may be necessary.

We understand events arise unexpectedly and we will do our best to accommodate your needs. Late orders will be accommodated to the best of our abilities on a case by case basis including rush charges as follows:

48-72 Hours prior, 25% of the food & beverage bill

1-48 Hours prior, 50% of the food & beverage bill

Additional rental fees may be charged for china and glassware.

### Pricing and Minimums

All prices quoted are based on a one-hour meal service period for events scheduled on campus, for groups of twenty-five or more. We require a minimum food service order of \$450.00 for events scheduled on weekends, unless prior approval is arranged with UIS Food Services.

## **Unused Food**

To prevent the mishandling of our food, it is our policy to **not** allow any food to leave an event. Health department regulations and liability concerns prevent us from allowing the removal of leftover food items. This will be enforced for your safety and the safety of the guests.

## **SPECIAL DIETARY NEEDS**

We are pleased to provide quality meals for your special needs guests. Please plan to provide us with a guarantee of vegetarian, vegan, gluten free, or special plates needed for your guests. Special meal arrangements must be made in advance.

## **Cancellation**

We kindly request that cancellations be made 5 business days prior to the event date. Cancellations made in less than five business days prior to the event date will be billed 50% of the total bill. Catered events cancelled less than two business days prior to the event date will be billed for 100% of the total bill. Extreme and inclement weather cancellations are excluded. This occurs only when the University is closed due to inclement weather.

## **Payment Details**

A booking fee (non-refundable) of 25% is due at time of contract signing to guarantee a hold on the date for your function. The final payment is due the day of your event with your final count. The final payment is subject to revision if changes are made to the contract. If any additional expenses are incurred during your event, you will be billed after your event(s) and have 5 days to make final payment.

## **Alcohol**

The UIS Food Service is the sole agent for all sales and service of alcohol on the UIS campus. Alcohol may not be brought on, or served on University property without the express involvement of the UIS Food Service.

All groups requesting alcohol service must first initiate an Alcohol Authorization form. These forms are available online. A copy of this form with the appropriate signatures authorizing sale or serving of alcohol must be delivered to the UIS Food Service at least 5 working days prior to the event. Additional procedures concerning security may need to be followed depending on the type of event and audience. We are required by state law to enforce the legal minimum drinking age requirements. We reserve the right to refuse service to anyone who appears to be intoxicated or behaving in an abusive manner.

### **Decorations**

Linens are placed on the tables 1 to 3 hours before the event start time. If linens are requested to be on the tables before then, you may be charged an additional set up fee. Linens for your event are available at the following prices: Napkins- \$0.50 each  
Tablecloths- \$4.00 each / Skirting- \$5.00 each.

We make no provisions for decoration of banquet tables; this is left to your wishes and taste. The following items may be added for a minimal cost to enhance your event: bud vases, floral centerpieces, colored overlays and votive candles.

### **Event Serving**

It is our desire to serve you promptly at the hour you select. Normal practice will be to allow your group access to the dining area fifteen minutes prior to the specified serving. In the case of a buffet format, the buffet line will be ready for service, except for the removal of chafing lids, fifteen minutes prior to the specified meal time.

If your event starts 30 minutes or more past the designated time an additional labor fee may be assessed and the quality of your food may be affected.

In cases where a program follows a meal, we will need time to clear the tables before the presentation begins. You may either break for an intermission, or remain seated and allow our servers approximately 10 minutes to complete clean up. If time constraints do not allow for this clearing and the excusing of staff, there will be an additional labor charge for the required personnel.

Our culinary team has created this catering guide to help you plan and host your event. The menus listed are only a few of the options available through our catering service. We can also customize your upscale event to meet your unique needs and tastes. Our chefs and staff have the expertise to provide for almost any menu request. Thank you for choosing UIS Catering Services. We are excited about the opportunity to help make your event a memorable occasion.



Updated 7/23