

UPSTAIRS
DOWNSTAIRS

CATERING

...a step above the rest

Special Events & Wedding Menu

1617 N. Stoughton Rd., Madison, WI 53704

(608) 256-4600

sales@updowncatering.com

updowncatering.com

*H*ot hors d'oeuvres
prices listed by the dozen

ITALIAN STUFFED MUSHROOMS \$16

*fresh button mushrooms stuffed with spinach, red pepper,
onions and parmesan cheese*

SUN DRIED TOMATO & GOAT CHEESE STUFFED MUSHROOMS \$18

*fresh button mushrooms stuffed with sun dried tomato and
Chevre cheese*

BACON STUFFED MUSHROOMS \$21

*fresh button mushrooms stuffed with hickory smoked bacon,
cream cheese and parmesan*

BLUE CHEESE & PECAN STUFFED MUSHROOMS \$18

fresh button mushrooms stuffed with bleu cheese, pecans and basil

BACON WRAPPED WATER CHESTNUTS \$19

water chestnuts encased in hickory smoked bacon

COCKTAIL MEATBALLS \$14

*served with your choice of sauce;
bbq, sweet and sour, Swedish or marinara*

BUFFALO OR TERIYAKI CHICKEN WONTON CUPS \$19

your choice of seasoned chicken fills these fried wonton cups

TOMATO BISQUE SHOOTERS \$25

*individual portions of warm tomato soup
served with grilled cheese rounds*

BUTTERNUT SQUASH SHOOTERS \$25

*individual portions of warm squash soup
topped with fried sage*

STUFFED ARTICHOKE HEARTS PARMESAN \$20

*artichoke hearts stuffed with a dill cream cheese and topped with
parmesan cheese*

MINI CRAB CAKES WITH MUSTARD CREAM SAUCE \$22

mini dungeness crab cakes served with our cream mustard sauce

CHICKEN SATAY \$19

*skewered with your choice of marinade:
honey Dijon, bbq or thai peanut*

MARINATED BEEF TENDERLOIN SKEWERS \$21

served with horseradish cream sauce

MAC & CHEESE BITES \$20

six gourmet cheeses and macaroni fried into bite sized pieces

SPINACH & FETA PHYLLO TRIANGLES \$25

spinach & feta cheese stuffed in phyllo dough triangles

ASPARAGUS ASIAGO \$22

asparagus wrapped in flaky phyllo dough, topped with asiago cheese

MINI PORTABELLA WELLINGTON \$22

*marinated portabella mushroom and gouda cheese wrapped in a
mini puff pastry with roasted red pepper coulis*

MINI BEEF WELLINGTON \$25

*tender marinated beef filet wrapped in a mini puff pastry with
mushrooms, onions and a gorgonzola cream sauce*

 **Gold hors d'oeuvres**
prices listed by the dozen

BRUSCHETTA \$17

olive oil brushed baguette with fresh tomatoes, mozzarella cheese and basil with a balsamic drizzle

AVOCADO BRUSCHETTA \$19

our famous bruschetta with fresh avocados and a balsamic reduction

GRILLED BEEF TENDERLOIN BAGUETTE \$22

grilled tenderloin sliced thin and topped with a horseradish aioli

SALMON & MANGO PARMESAN CUPS \$24

delicate homemade parmesan cups filled with smoked salmon and mango salsa

CALIFORNIA SUSHI ROLLS \$22

cucumber, crab and avocado sushi served with soy sauce and wasabi

CAPRESE SKEWERS \$19

fresh mozzarella, basil and tomato drizzled with a balsamic glaze

INDIVIDUAL FIESTA DIPS \$21

individual portions with layers of guacamole, refried beans, cheddar, pico de gallo, sour cream, green onions and topped with a tortilla chip

PEAR & GORGONZOLA TARTLET \$20

fresh pears and gorgonzola cheese garnished with red pepper

CREOLE SHRIMP AND ANDOUILLE SAUSAGE BITES \$24

andouille sausage atop creole shrimp with piquant sauce on a French baguette slice

SURF & TURF CROSTINI \$24

crispy baguette with pesto, sliced tenderloin and herbed shrimp, topped with a shaving of parmesan cheese

FRESH FRUIT KEOBS \$21

cantaloupe, honeydew, pineapple, strawberries, and grapes

SMOKED SALMON CROSTINI \$22

smoked salmon served on dark rye toast topped with a dill cream cheese

AVOCADO & GOAT CHEESE CROSTINI \$21

crispy baguette with fresh avocado, basil, goat cheese and slow roasted balsamic tomatoes

GOAT CHEESE & ROASTED TOMATO CROSTINI \$17

toasted artisan bread topped with fresh goat cheese and oven roasted tomatoes

WI BRAT BITES \$16

topped with sauerkraut, onion and mustard

CHICKEN, MANGO & AVOCADO WONTON CUPS \$18

fried wonton cups filled with roasted chicken, fresh mango and diced avocado

BRIE & RASPBERRY TARTLET \$23

brie, raspberry and almonds with a balsamic glaze

CRANBERRY PECAN BRIE CROSTINI \$20

melted brie topped with cranberries, pecans and maple glaze

MINI TOMATO & FRESH MOZZARELLA BAGUETTES \$19

melted layers of mozzarella cheese and sun dried tomatoes

GOUDA & SHRIMP CROSTINI \$24

Crispy baguette with herb marinated shrimp and gouda cheese



prices listed per person unless specified

SEASONAL SLICED FRUIT & BERRIES \$3.75

sliced pineapple, honeydew, cantaloupe, strawberries & grapes

WISCONSIN CHEESE BOARD \$3.25

*variety of local Wisconsin cheese garnished with grapes and berries,
served with assorted gourmet crackers*

***ADD Fresh Wisconsin Cheese Cruds for \$3.75 Extra
ADD Sausage to Complete the tray for \$4.50 Extra***

VEGETABLE TRAY \$2.50

*fresh broccoli, carrots, cauliflower, celery, cherry tomatoes and
cucumbers, served with our creamy herb dip*

BAJA PLATTER \$2.75

salsa, guacamole, cheese queso, white bean dip and tortilla chips

CHERRY BALSAMIC BAKED BRIE \$2.75

served with artisan crackers and French bread

APRICOT PECAN BAKED BRIE \$2.75

served with artisan crackers and French bread

SPINACH & ARTICHOKE DIP \$2.75

served with tortilla chips and fresh vegetables

HUMMUS PATER \$1.50

*choose plain, lemon garlic, or roasted red pepper hummus,
served with pita corners, celery, carrots and cucumbers*

TORTELLINI SKEWERS PLATTER \$2.25

tri-colored tortellini skewers, served with pesto dipping sauce

FRESH FRUIT KEBOBS PLATTER \$3.75

cantaloupe, honeydew, pineapple, strawberries, and grape skewers

SMOKED SALMON PLATTER \$175 (SERVES 50–75 PEOPLE)

*premium salmon displayed with chopped eggs, cream cheese,
diced sweet onions, cucumber slices, capers and lemon wedges*

GRILLED & MARINATED ANTIPASTO PLATTER \$4.50

*grilled and marinated vegetables, fresh mozzarella, salami,
served with garlic ranch and roasted red pepper sauces*

Entrée Selections

Buffet Meals

*we have two tiers of buffet meals available to choose from
salad, artisan rolls and butter are included on buffet*

Family Style Meals

*all of our family style meals are served with three side selections
family style salads, artisan rolls and butter are included*

Plated Meals

*all of our plated meals are served with two side selections and have \$1 per person plating fee
salads, artisan rolls and butter are included*

Vegan & Allergen Meals, Family Recipes

We are more than happy to help with any dietary restrictions or allergens, please don't hesitate to talk to our sales staff!

We also do family recipes, or can work with you if you have an entrée not listed you'd like to try.

Salads

served with two dressing options

MIXED FIELD GREENS SALAD

*topped with cucumbers, fresh cherry
tomato and shredded carrots*

CAESAR SALAD

*crispy romaine lettuce, parmesan cheese,
red onions, croutons and cherry tomatoes*

DRESSINGS

*ranch, Caesar, French, blue cheese,
thousand island, honey mustard, balsamic
vinaigrette, raspberry vinaigrette*

Top Tier Salads

\$1 extra per person

served with two dressing options

UPDOWN SALAD

*mixed greens and fresh spinach topped with
candied pecans, feta cheese and
strawberries*

STEP ABOVE SALAD

*mixed greens and fresh spinach topped with
fresh pears, gorgonzola cheese and candied
pecans*

CAPRESE SALAD

*roma tomatoes, fresh mozzarella cheese,
basil leaves, olive oil and balsamic vinegar*

Kid's Meals

\$9 per child (2 - 10)

KID'S PLATED MEAL

*chicken fingers, fresh fruit cup and
home-made macaroni and cheese, served
with ketchup and BBQ sauce*

KID'S BUFFET MEAL

*B*uffet & Family Style

UpDown Buffet

2 ENTRÉE SELECTION (5 oz)

2 SIDE SELECTIONS

ARTISAN ROLLS & BUTTER

SALAD

\$22 PER PERSON

Deluxe UpDown Buffet

3 ENTRÉE SELECTION (5 oz)

3 SIDE SELECTIONS

ARTISAN ROLLS & BUTTER

SALAD

\$24 PER PERSON

Family Style

2 ENTRÉE SELECTION (5 oz)

3 SIDE SELECTIONS

ARTISAN ROLLS & BUTTER

SALAD

\$25 PER PERSON

Salads

served with two dressing options

MIXED FIELD GREENS SALAD

*topped with cucumbers, fresh cherry
tomato and shredded carrots*

CAESAR SALAD

*crispy romaine lettuce, parmesan cheese,
red onions, croutons and cherry tomatoes*

DRESSINGS

*ranch, Caesar, French, blue cheese,
thousand island, honey mustard, balsamic
vinaigrette, raspberry vinaigrette*

Top Tier Salads

\$1 extra per person

served with two dressing options

UPDOWN SALAD

*mixed greens and fresh spinach topped with
candied pecans, feta cheese and
strawberries*

STEP ABOVE SALAD

*mixed greens and fresh spinach topped with
fresh pears, gorgonzola cheese and candied
pecans*

CAPRESE SALAD

*roma tomatoes, fresh mozzarella cheese,
basil leaves, olive oil and balsamic vinegar*

Kid's Meals

\$9 per child (2 - 10)

KID'S PLATED MEAL

*chicken fingers, fresh fruit cup and
home-made macaroni and cheese, served
with ketchup and BBQ sauce*

KID'S BUFFET/ FAMILY STYLE MEAL

Buffet & Family Style Entrées

Beef

TENDERLOIN ROQUEFORT

pan seared tenderloin filet topped with gorgonzola cheese sauce

FILET OF TENDERLOIN

herb crusted, pan seared tenderloin filet topped with mushroom demi-glaze

ROASTED ROUND OF BEEF

slow cooked roast beef, served au jus with horseradish cream sauce on side

SHREDDED BBQ BEEF

slow cooked bbq roast beef, served with silver dollar or kaiser rolls

BRAISED BEEF SHORT RIBS

slow cooked braised short ribs topped with red wine demi glaze

BEEF BRISKET

slow cooked braised beef brisket

LONDON BROIL

marinated and seared flank steaks, topped with demi glaze

GRILLED BEEF TENDERLOIN KEOBS

tender pieces of marinated beef with pearl onion, button mushrooms, red and green peppers

BEEF WELLINGTON

tender marinated beef filet wrapped in a puff pastry with mushrooms, onions and a gorgonzola cream sauce

Poultry

WISCONSIN CHICKEN BREAST

seasoned chicken breast stuffed with Wisconsin dried cranberries, apples and feta cheese, topped with a cranberry port cream sauce

SPINACH & FETA STUFFED CHICKEN BREAST

seasoned chicken breast stuffed with fresh spinach and feta cheese, topped with gorgonzola cheese

HERBED ROASTED CHICKEN BREASTS

fresh herb marinated and seasoned chicken breast

BONE-IN HERB ROASTED CHICKEN

fresh herb marinated and seasoned bone-in chicken

ITALIAN STUFFED CHICKEN BREAST

chicken breast stuffed with prosciutto, parmesan cheese, spinach, onion, and red peppers, topped with roasted red pepper sauce

UPDOWN CHICKEN CORDON BLEU

*chicken breast with ham, swiss cheese and honey dijon wrapped in a puff pastry *Traditional Cordon Bleu Also Available*

BACON & CHEDDAR STUFFED BBQ CHICKEN BREAST

dry rubbed bbq chicken breast stuffed with bacon and aged cheddar, topped with apple cider cream sauce

GARLIC BRANDY CHICKEN BREAST

seasoned chicken breast stuffed with muenster cheese and sautéed mushrooms, topped with white wine cream sauce

Buffet & Family Style Entrées

Pork

PROSCIUTTO & APPLE STUFFED PORK TENDERLOIN

prosciutto and apple stuffed tenderloin, topped with a cider cream sauce

HERB ROASTED PORK LOIN

oven roasted herbed pork loin topped with cider cream sauce

SLOW ROASTED BBQ PORK

slow cooked pork served with silver dollar rolls

BOURBON & APRICOT PORK TENDERLOIN

tender thin spaghetti with crisp bacon and green onions combined with a white cream sauce

Seafood

LEMON BAKED COD

baked cod topped with lemon cream

SHRIMP SCAMPI \$1 EXTRA PER PERSON

jumbo shrimp are served with linguine pasta in a white wine-and-butter sauce

LOBSTER RAVIOLI \$1 EXTRA PER PERSON

ricotta and lobster stuffed ravioli topped with lemon saffron cream sauce

Vegetarian Meals

PORTABELLA WELLINGTON

marinated portabella mushroom and gouda cheese wrapped in a puff pastry with roasted red pepper coulis, served with sautéed seasonal vegetables

BUTTERNUT SQUASH RAVIOLI

butternut squash and parmesan cheese ravioli, topped with brown butter and sage cream sauce and served with honey glazed baby carrots

VEGAN CASHEW PASTA

linguini pasta tossed with onions, red peppers and homemade cashew truffle cream sauce, served with grilled asparagus

VEGETARIAN SAUSAGE MANICOTTI

spinach, ricotta and vegetarian Italian sausage filled manicotti topped with marinara sauce

PORTABELLA RAVIOLI

portabella ravioli topped with sun dried tomato cream sauce, served with sautéed seasonal vegetables

VEGETARIAN LASAGNA

tender fresh vegetables layered between a light tomato sauce and mozzarella cheese, served with garlic bread

Plated Entrées

Beef

TENDERLOIN ROQUEFORT \$26

pan seared tenderloin filet topped with a gorgonzola cream sauce

FILET OF TENDERLOIN \$25

herb crusted, pan seared tenderloin filet topped with a mushroom demi-glaze

BACON WRAPPED FILET OF TENDERLOIN \$28

hickory smoked bacon wrapped tenderloin topped with a mushroom demi-glaze

BLACKBERRY GLAZED TENDERLOIN \$26

herb crusted tenderloin filet with a blackberry balsamic demi-glaze

NEW YORK STRIP STEAK \$25

grilled New York strip topped with a red wine demi-glaze

WHISKEY RIBEYE \$26

juicy grilled ribeye soaked in whiskey sauce

HORSERADISH CHIVE CRUSTED RIBEYE \$26

dry rubbed ribeye drizzled with a homemade horseradish chive butter

GRILLED BEEF TENDERLOIN KEBOBS \$21

tender pieces of marinated beef with pearl onion, button mushrooms, red and green peppers

BEEF WELLINGTON \$22

tender marinated beef filet wrapped in a puff pastry with mushrooms, onions and a gorgonzola cream sauce

Poultry

WISCONSIN CHICKEN BREAST \$20

seasoned chicken breast stuffed with Wisconsin dried cranberries, apples and feta cheese, topped with a cranberry port cream sauce

SPINACH & FETA STUFFED CHICKEN BREAST \$20

seasoned chicken breast stuffed with fresh spinach and feta cheese, topped with a gorgonzola cream sauce

HERB ROASTED CHICKEN BREASTS \$17

fresh herb marinated and seasoned chicken breast

ITALIAN STUFFED CHICKEN BREAST \$21

chicken breast stuffed with prosciutto, parmesan cheese, spinach, onions and red peppers, topped with a roasted red pepper sauce

UPDOWN CHICKEN CORDON BLEU \$20

*chicken breast with ham, swiss cheese and honey Dijon wrapped in a puff pastry *Traditional Cordon Bleu Available*

BACON & GORGONZOLA STUFFED CHICKEN BREAST \$21

chicken breast stuffed with gorgonzola cheese, onions, roasted red peppers and bacon, topped with a brown butter and sage cream sauce

BACON & CHEDDAR STUFFED BBQ CHICKEN BREAST \$21

dry rubbed bbq chicken breast stuffed with bacon and aged cheddar, topped with an apple cider cream sauce

GRILLED ASPARAGUS & MOZZARELLA STUFFED CHICKEN BREAST \$21

chicken breast stuffed with grilled asparagus and mozzarella cheese, topped with a lemon cream sauce

Pork

Plated Entrees

PROSCIUTTO & APPLE STUFFED PORK TENDERLOIN \$21

oven roasted pork loin stuffed with prosciutto and apple, topped with a cider cream sauce

APRICOT PORK TENDERLOIN \$20

oven roasted pork tenderloin topped with an apricot and bourbon glaze

APPLE PORK LOIN \$20

oven roasted pork loin stuffed with granny smith apples and served with a sun dried cherry reduction

BACON WRAPPED PORK TENDERLOIN \$21

bacon wrapped oven roasted pork loin topped with an orange-pineapple sauce

Seafood

LEMON DILL SALMON \$25

grilled salmon filet topped with a lemon dill sauce

SHRIMP KEOBS \$22

jumbo shrimp grilled with pearl onions, button mushrooms, red and green peppers, served with lemon wedges

LOBSTER RAVIOLI \$28

ricotta and lobster stuffed ravioli topped with a lemon saffron cream sauce, served with sautéed vegetables

GRILLED MAHI MAHI \$24

mahi mahi steak grilled with white wine butter glaze, topped with a pineapple shrimp sauce

Vegetarian Meals

PORTABELLA WELLINGTON \$19

marinated portabella mushroom and gouda cheese wrapped in a puff pastry with a roasted red pepper coulis, served with sautéed seasonal vegetables

BUTTERNUT SQUASH RAVIOLI \$23

butternut squash ravioli topped with a brown butter and sage cream sauce and served with honey glazed baby carrots

VEGAN CASHEW PASTA \$19

linguini pasta tossed with onions, red peppers and homemade cashew truffle cream sauce, served with grilled asparagus

VEGAN QUINOA STUFFED BELL PEPPER \$18

yellow bell pepper stuffed with quinoa pilaf, kale, sautéed mushrooms and sweet onions topped with a tomato coulis and served with green bean almondine

PORTABELLA RAVIOLI \$19

portabella ravioli topped with a sun dried tomato cream sauce, served with sautéed seasonal vegetables

VEGETARIAN WELLINGTON \$18

zucchini, squash, spinach, peppers, artichoke and provolone cheese wrapped in a puff pastry and topped with a tomato coulis, served with green bean almondine

VEGETARIAN LASAGNA \$18

tender fresh vegetables layered between a light tomato sauce and mozzarella cheese, served with garlic bread

Side Selections

Starches

GARLIC ROASTED BABY RED POTATOES
SMASHED POTATOES
WILD RICE PILAF
GARLIC & HERB MASHED POTATOES
DICED & ROASTED SWEET POTATOES WITH ROSEMARY
TWICE BAKED POTATO
BLUE CHEESE INFUSED MASHED POTATOES WITH BACON CRUMBLES
WHITE RICE
SWEET POTATO MASH WITH BROWN SUGAR
BAKED POTATO
HERB ROASTED FINGERLING POTATOES
GOURMET MAC & CHEESE—*cavatappi pasta tossed with white truffle oil and baked in a three cheese sauce and topped with bread crumbs*
BAKED MAC & CHEESE WITH BREAD CRUMBS
ORANGE WALNUT STUFFING
AU GRATIN POTATOES
COLESLAW

Vegetables

SAUTÉED VEGETABLES
HONEY GLAZED BABY CARROTS
GREEN BEAN ALMONDINE
MINI CORN ON THE COB
GRILLED ASPARAGUS
SAUTÉED SUMMER SQUASH
CHEESY BROCCOLI
ASPARAGUS, CARROT, GREEN BEANS, RED & YELLOW BELL PEPPER MEDLEY
VEGAN CORN O'BRIEN
MUSHROOMS, BROCCOLI, CARROTS, PEA PODS, ONIONS
WHOLE KERNEL CORN WITH RED PEPPERS
CAULIFLOWER POLONAISE
STEAMED BROCCOLI WITH LEMON
GARLIC ROASTED BRUSSEL SPROUTS
ROASTED ROOT VEGETABLES— *Potato, Carrot, Onion, Celery and Parsnips*

Desserts

ASSORTED INDIVIDUAL PIES \$5

*apple, cherry, key lime, pecan, strawberry rhubarb and pumpkin.
If you have a favorite not listed, just ask!*

ASSORTED WHOLE PIES (SERVES 8) RANGING FROM \$25—\$30 EACH

*apple, cherry, key lime, pecan, strawberry rhubarb and pumpkin.
If you have a favorite not listed, just ask!*

STRAWBERRY SHORTCAKE \$4

individual shortcakes layered with fresh strawberries and homemade whipped cream

INDIVIDUAL GOURMET DESSERTS \$4

*truffles, cream puffs, mini tarts raspberry mousse filled
chocolate cups, chocolate covered strawberries*

MINI CHEESECAKE BITES \$4 (2 PER PERSON)

turtle, chocolate raspberry, vanilla, chocolate, cherry vanilla and salted caramel

CUPCAKES \$3

we have many assorted flavors and several different frostings available, just ask!

HOMEMADE COOKIES \$1.75

chocolate chunk, m & m, peanut butter, oatmeal raisin, sugar, molasses or Snickerdoodles

ASSORTED DESSERT BARS \$2.25

seven layer, grasshopper, frosted pumpkin, lemon, raspberry crumble, Scotcheroos, frosted chocolate or turtle brownies

Stations

ASSORTED DESSERT STATION \$4 PER PERSON (2 PIECES PER PERSON)

includes mini cupcakes, mini cookies, assorted mini dessert bars and mini cheesecake bites

CHOCOLATE FONDUE BAR \$4.50 PER PERSON

includes hot chocolate sauce, pineapples, strawberries, rice krispy bites, marshmallows, pound cake and bamboo skewers

CARAMEL APPLE BAR \$2.50 PER PERSON

granny smith apples (whole or sliced), caramel, crushed peanuts, mini chocolate chips and sprinkles

MAKE YOUR OWN SMORES BAR \$4.00 PER PERSON

marshmallows, graham crackers, chocolate bars and Reese's peanut butter cups

ICE CREAM SUNDAE BAR \$4.00 PER PERSON

vanilla and chocolate ice cream, served with hot fudge, caramel, Oreo cookie crumbles, sprinkles, m & m's, peanuts, cherries and whipped cream

Cake Cutting

\$1.00 PER PERSON

*includes use of cake cutting knife for pictures
your choice of plated or served china plate, fork and service*



Beverages

REGULAR & DECAFFEINATED COFFEE

\$20 Per Gallon

ASSORTED HOT TEA STATION

\$25 Per 25 Guests

MILK- SKIM, 2% & CHOCOLATE

\$2

STRAWBERRY AND BASIL INFUSED WATER

\$16 Per Gallon

ORANGE & MINT INFUSED WATER

\$16 Per Gallon

LEMONADE

\$16 Per Gallon

WATER STATION

\$15

ICED TEA

\$16 Per Gallon

HOT CHOCOLATE WITH WHIPPED CREAM

\$18 Per Gallon

HOT CIDER WITH CINNAMON STICKS

\$18 Per Gallon

ASSORTED CANNED SODA

\$1.50

BOTTLED WATER

\$1.50

Late Night Snacks

WOOD FIRED PIZZAS

\$13 and Up

SLIDER BAR

\$5 Per Person

MINI CORN DOGS

\$18 per Dozen

LARGE HOT PRETZELS

\$2 per Person, add cheese sauce \$0.50 per person

POPCORN BAR

\$6 Per Pound

NACHO BAR

\$5 Per Person

TACO BAR

\$5 Per Person

SMORE'S BAR

\$5 Per Person

WI CHEESE TRAY

\$3.25 Per Person

Catering Policies

At Upstairs Downstairs we want you to get whatever foods you love for your special day! We're happy to make family recipes or other recipes, just ask! We also allow you to bring in your own food to stay within your budget. In addition we provide meals for up to ten vendors at no additional cost to you.

Call us today for an appointment to sit down and talk about your ideas.

Congratulations!

GUARANTEES

A guaranteed number of guests is required 7 days prior to your event. The number may not be decreased once it is confirmed. However, increases may be made up to two days prior to your event.

SALES TAX AND SERVICE CHARGE

A 5.5% WI Sales Tax is added to all totals. Serviced events have an added 20% service charge for the cost of our staff. We reserve the right to determine the number of staff members to ensure quality service levels. Our staff will be on site for a maximum of 7 hour to set up, serve and clean up: any additional hours to this will be charged at a rate of \$20 per staff/per hour. Traveling fees will apply to area of Madison. Additional staff travel fees may apply.

Due to venue policies an additional fee of 12% will be added to the Madison Children's Museum, Vilas Zoo, Aldo Leopold Center & Monona Community Center Deliveries. An additional fee of 10% will be added to Fitchburg Community Center, The Field's Reserve, Warner Park, The Brink Lounge, The Orpheum, The Swan Barn Door and Waunakee Village Center . Turner hall fee is 15%, East Side Club is 17%.

DEPOSITS, PAYMENTS AND CANCELLATIONS

We require a \$300 non-refundable deposit with a signed proposal to confirm your event date and will be credited to your final bill. The remaining balance is due 7 days prior to the event when final guest counts are guaranteed. All Cancellations made without a 30 day notice will be charged 50% of the contracted order. We are able to accept Cash, Checks and all major credit cards. Please note, there is a 4% convenience fee for all credit and debit card transactions.

CHINA AND LINEN RENTAL

Updown Catering can accommodate complete sets of china dishes, stainless steel flatware and glassware.

Full China Rental	\$2.50 per person
Includes Salad Plate, Dinner Plate, Silverware, Water Glass and Dessert Plate	
Individual Pieces of China & Stemware.....	\$0.50 per piece
Eco Friendly Disposables	\$0.50 per person
Linen is billed at the following rate:	
Table Linen (white or ivory).....	\$6.00 each
Linen Napkins	\$0.75—\$2.00 each

LEFTOVER FOOD

The Health Department requires the food extended in temperature for over four hours may not be released to you or your guests. Any extra food not past the extended time (4 hours after leaving the oven or refrigerator) may be packaged by our staff for an additional fee of \$25.00.

SET UP/ CLEANUP CHARGES (WHERE APPLICABLE)

Additional charges may be added for setting up chairs, tables; moving chairs from ceremony to the reception space, as well as cleaning the rental facility at the end of the evening. Please speak to our sales staff about your specific needs.

* Please note there is no additional charge for our staff to put table linens down or set up china.
