



Steenbock's on Orchard

330 N. Orchard St., Madison, WI | 608.204.2733

CATERING AT DISCOVERY

Thank you for your reservation with Steenbock's on Orchard in the Wisconsin Institutes for Discovery.

Steenbock's on Orchard is located in the Wisconsin Institute for Discovery on the University of Wisconsin - Madison campus. Easy to get to and only blocks from Camp Randall, Steenbock's is a perfect location for any occasion.

Steenbock's is a comfortable lounge featuring an open-air style of dining that overlooks the Discovery's Town Center. The Town Center's design is as innovative as the scientific community it serves and visitors will find ample opportunity for hands-on learning as they explore the discovery niches, teaching labs and interactive displays. Drawing inspiration from the environmentally conscious design of the Town Center, Steenbock's culinary team strives to create menus highlighting local and seasonal ingredients at their best.

With years of combined experience, the exceptional staff at Steenbock's is well versed in the all aspects of event planning. We're happy to guide you step by step through the planning of your event, from conception to execution. Whether your planning a breakfast for 20 or a plated dinner for 500 and everything in between, Steenbock's catering team can customise any experience. Business or personal, any event will impress guests as they dine on delicious food in Steenbock's chic, contemporary space.

Please contact the Steenbock's on Orchard catering sales director for all of your food and beverage questions or requests. We look forward to working with you to make your event truly special.

SPECIAL OCCASION EVENTS POLICIES AND PROCEDURES

Menus

It is the policy of Steenbock's on Orchard catering to quote firm prices for menu items no more than 90 days in advance and all menu substitutions may be subject to a price change. All food and hosted beverages are subject to a service charge of 19%. This charge is also subject to sales tax and is not the property of any one employee. Prices listed on menu do not include above charge unless the quoted price is described as "inclusive". Chef attendants for carving and action stations will be charged at a \$20 hourly rate with a 3 hour minimum.

Split Plate Charges

There are no additional charges for up to 3 pre-ordered entrée selections. More than 3 entrée selections will be allowed at an increase of \$1 per entrée, per additional entrée. Exact entrée choices must be identified by place cards or name cards and provided by host.

Cakes

All cakes must come from a licensed commercial bakery. A \$1 per person cake cutting fee will apply.

Menu Tasting

Steenbock's on Orchard offers menu tastings for guests who have a signed contract. Tastings are done by appointment only and must be set up at least 2 weeks in advance. Dates are subject to staff and restaurant availability. The tasting includes salads, 3 entrées and 4 appetizers. Additional items can be added on and will be priced according to the prices listed on our catering guide.

Setup Charges

Catering set up charges include setting up and breaking down your event, basic linens and napkins, votive candles on all tables and butler passed hors d'oeuvres. Specialty linens are available for an additional charge. Catering staff will light candles in the room before guests arrive if requested. All flames must be below the rim of the enclosure.

Additional rental equipment fees may apply.

Off-site set up and delivery charges will be assessed on a case by case basis.

Meeting and Conference Policies

A signed facility rental contract from WARF is required to obtain a catering contract from Steenbock's catering. All menu and event details must be finalized no later than two weeks prior to an event. A final guest count is required four business days prior to an event. The number of guests guaranteed may not be decreased after this point. If a final guest count is not received by the specified date, the preliminary guest count (as noted on the initial contract) will be the official and accountable guarantee. Large events may require a deposit. University and corporate accounts may request direct billing privileges. This must be prearranged before your event. Direct billing invoices are due within 30 days of the event. If tax exemption applies, a copy of your tax exempt certificate must be provided with your signed contract. Full payment of food is required should you cancel within four days of your event. This total charge will be based on last estimate given.

*Note: An additional cancellation fee may apply if you have retained a rental agreement through WARF and you cancel within 30 days of your event.

Damages

Any damage to the premise or equipment by hosts or guests of events will be the responsibility of the host. In the event that an unreasonable amount of cleanup is required after an event there will be a labor charge of \$30 per hour: per employee needed to complete the work.

Deposits and Payments

A \$1,000 non-refundable deposit is required to confirm all reservations. This deposit amount is credited to your final invoice. All food payments are due four business days prior to an event and can be paid by credit card, cash or check. The final bill is calculated within two days following your event. The food payment is due within four business days as is the guaranteed count. Thirty day payment plans can be arranged for approved events.

Guarantees

A final guest count is required four business days prior to an event. The number of guests guaranteed may not be decreased after this point. If a final guest count is not received by the specified date, the preliminary guest count (as noted on the initial contract) will be the official and accountable guarantee.

Closing Policy

Last call will be given for bar service no later than 11:45. Entertainment may not perform past this time. All guests must vacate the premises by 12:30 am.

Bar Fees and Policies

Bartenders will be charged at the rate of \$20 per hour per bartender. There is a 3 hour minimum charge. Steenbock's catering reserves the right to refuse alcoholic beverage service to anyone. Hosted bar prices are subjected to an 19% service charge and applicable sales tax. Cash bar prices are tax inclusive. In order to ensure proper service levels, Steenbock's on Orchard catering reserves the right to determine the amount of bartenders necessary to serve each event.