

# *Event Menu & Contract*

# OFF Broadway

BANQUET & CONFERENCE CENTER



# Appetizers - A La Carte

## Appetizer Selections

### Cold Hors d'oeuvres

Jumbo Shrimp Cocktail	Serves 25 People	Market Price
Smoked Salmon with Crackers	Serves 25 People	Market Price
Deviled Eggs	50 Pieces	\$40.00
Ham Roll-Ups	50 Pieces	\$40.00
Variety of Silver Dollar Sandwiches	Per Dozen	\$20.00
Domestic Cheese and Crackers	Serves 25 People	\$50.00
	Serves 50 People	\$80.00
Variety Meat and Cheese Tray	Serves 25 People	\$60.00
	Serves 50 People	\$90.00
Cheese Spreads and Crackers	Serves 25 People	\$50.00
Fresh Vegetable Tray with Dip	Serves 25 People	\$45.00
	Serves 50 People	\$75.00
Fresh Seasonal Fruit Tray with Dip	Serves 25 People	\$45.00
	Serves 50 People	\$75.00
Taco Dip with Chips	Serves 25 People	\$40.00
Beer Dip with Pretzels	Serves 25 People	\$40.00

### Hot Hors d'oeuvres

Bacon Wrapped Scallops	50 Pieces	Market Price
Bacon Wrapped Water Chestnuts	50 Pieces	\$90.00
Bacon Wrapped Beef Tips	50 Pieces	\$90.00
Stuffed Mushroom Caps	50 Pieces	\$80.00
Chicken Potstickers	50 Pieces	\$60.00
Oriental Egg Rolls	50 Pieces	\$60.00
Southwest Egg Rolls	50 Pieces	\$60.00
Spinach and Artichoke Dip	Serves 25 People	\$70.00
Traditional Chicken Wings	Serves 25 People	\$80.00
Boneless Chicken Wings	Serves 25 People	\$80.00
BBQ Meatballs	Serves 25 People	\$70.00
Swedish Meatballs	Serves 25 People	\$70.00
BBQ Cocktail Sausages	Serves 25 People	\$70.00

Our Sales, Catering and Culinary Staff will be pleased to create a menu to suit your special needs. Prices do not include 20% service charge or State and Local Sales Tax. Menus and prices subject to change.

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# Appetizers - Buffets

## Hors d'oeuvre Buffet

### First Things First Buffet \$14.00 per person

Traditional chicken wings, Swedish meatballs, fresh vegetable tray with dip, domestic cheese, sausage and crackers tray

### Wisconsin Starter Buffet \$16.00 per person

Traditional chicken wings, bbq cocktail sausages, swedish meatballs, deviled eggs, fresh vegetable tray with dip, domestic cheese, sausage and crackers, fresh seasonal fruits with dip

### Crème de la Crème Buffet Market Price per person

Smoked salmon and crackers, swedish meatballs, jumbo shrimp cocktail, spinach and artichoke dip, deviled eggs, fresh vegetable tray with dip, fresh seasonal fruit tray with dip, cheese, sausage and crackers.

### Build Your Own Silver Dollars Buffet

The following options served with mayonnaise, mustard, and rolls to make your own silver dollar sandwiches.

#### **Choose From:**

Honey Glazed Country Ham	\$170.00
BBQ Pulled Pork	\$170.00
Roasted Round of Beef	\$185.00
(Each serves approx. 50 ppl)	

#### **Add:**

Variety Cheese Tray	\$40.00
Lettuce, Tomato, Onion	\$30.00

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# Snacks & Desserts

## Snacks

Assorted Pastries and Muffins	\$15.00	per dozen
Assorted Cookies	\$14.00	per dozen
Assorted Dessert Bars	\$15.00	per dozen
Mini Bagels and Cream Cheese	\$15.00	per dozen
Assorted Yogurts	\$4.00	per each
Granola Bars	\$3.00	per each
Whole Fruit	\$2.00	per each
Candy Bars	\$3.00	per each
Pretzels	\$7.00	per pound
Peanuts	\$12.00	per pound
Popcorn	\$6.00	per pound
Party Mix	\$7.00	per pound
Trail Mix	\$9.00	per pound

## Desserts

Assorted Cheesecakes	\$8.00	per person
Hand Dipped Chocolate Strawberries	\$5.00	per each
Assorted Cakes	\$8.00	per person
Hot Apple Crisp with Cinnamon Ice Cream	\$7.00	per person
Peach Cobbler with Vanilla Ice Cream	\$7.00	per person

Chocolate Fountain – Minimum 25ppl \$10.00 per person  
(Served with a variety of snacks and fruit for dipping)

Ice Cream Parlor \$9.00 per person

Build your own sundae:

Vanilla ice cream, chocolate, caramel, and strawberry sauces, peanuts, candy crunch, whipped cream and maraschino cherries.

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# Breakfast Selections

## Breakfast Selections

Prices are per guest

### Buffet Breakfasts

All Breakfast Buffet selections served with coffee and juice

#### The Continental Buffet \$8.00

Assorted pastries and muffins, juice, coffee

**Add:** Fresh seasonal fruit \$2.00

#### Hometown Buffet \$12.00

Scrambled eggs, french toast, breakfast potatoes, bacon and fresh seasonal fruit

#### Fresh From The Farm Buffet \$14.00

Scrambled eggs, buttermilk pancakes, breakfast potatoes, bacon, sausage links, fresh seasonal fruit, assorted pastries and muffins

#### The Big Breakfast Buffet \$17.00

Eggs benedict, scrambled eggs, buttermilk pancakes, french toast, bacon, sausage, breakfast potatoes, fresh seasonal fruit, assorted pastries and muffins

### Plated Breakfasts

All Plated Breakfast selections served with coffee and juice

#### Texas Supreme French Toast \$10.00

Slices of cinnamon texas toast, fresh maple syrup, and seasonal fresh fruit wedge

#### Rise & Shine \$11.00

Fluffy scrambled eggs, french toast, bacon, and a fresh seasonal fruit wedge

#### Homemade Biscuits and Sausage Gravy \$12.00

Sausage gravy over homemade buttermilk biscuits, and a fresh seasonal fruit wedge

#### Big Breakfast \$15.00

Scrambled eggs, buttermilk pancakes, sausage links, breakfast potatoes, bacon, and a fresh seasonal fruit wedge

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# Luncheon Selections

## Luncheon Buffets

Buffets are served with 25 or more guests. Prices are per guest.

### Picnic Basket Buffet \$15.00

Assorted Sandwiches  
American, Swiss, cheddar cheeses  
Garden Salad  
Soup d'jour  
Condiments and Dressings

### Little Italy Buffet \$13.00

Linguini with marinara sauce  
Oven baked lasagna (vegetarian available)  
Garden salad with assorted dressings  
Antipasto salad  
Garlic breadsticks

## Hot Plated Lunches

### Classic Alfredo with Chicken or Vegetables \$15.00

Linguini tossed in a creamy alfredo sauce topped with parmesan cheese. Served with side salad and parmesan breadstick

### Chicken Tuscan Supreme \$13.00

Fresh basil, sundried tomatoes, and diced grilled chicken tossed in white wine over pasta

## Sandwiches and Wraps

### Marinated Grilled Chicken Sandwich \$12.00

Marinated grilled chicken breast with crisp lettuce, tomatoes and mayo on a fresh roll. Served with red skin potato salad

### Ultimate Grilled Cheese Sandwich \$12.00

Ham, cheddar cheese, Swiss cheese, grilled tomatoes on grilled sourdough

## Salads

### Grilled Chicken Caesar Salad \$11.00

Strips of grilled chicken top fresh romaine, parmesan cheese, tomatoes and croutons. Served with a parmesan breadstick

### Chef's Salad \$12.00

Smoked ham, turkey breast, Swiss and cheddar cheeses top fresh garden greens with eggs, tomatoes, and croutons. Served with a parmesan breadstick

### The Great American Barbeque Buffet \$16.00

Grilled hamburgers or chicken breasts  
Assorted cheeses, onions, lettuce and tomatoes  
Oven baked beans  
Red skin potato salad  
Fresh buns and condiments

### The Crowd Pleaser Buffet \$16.00

Oven roasted chicken  
Mashed potatoes with gravy  
Buttered corn  
Garden salad with assorted dressings  
Dinner rolls

### Lasagna (Vegetarian Available) \$14.00

Fresh homemade lasagna served with side salad and parmesan breadstick

### Almond Chicken Salad Sandwich \$12.00

Fresh almond and chicken salad served on a croissant. Served with a cup of fresh seasonal fruit

### Chicken Caesar Wrap \$11.00

Grilled chicken, parmesan cheese, romaine lettuce, diced tomatoes in a flavored wrap. Served with a cup of fresh seasonal fruit

### Wisconsin Waldorf Salad \$11.00

Mixed greens with sweet sun-dried cranberries, sliced apples, toasted almonds, blue cheese, and grilled chicken. Served with a parmesan breadstick

### Cobb Salad \$12.00

Fresh garden greens, tomatoes, blue cheese, diced chicken, bacon, green onions, black olives, hard boiled egg

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# Dinner Selections

## Dinner Selections

Prices are per guest

### Hot Plated Dinners

All plated dinners include your choice of tossed garden greens with house dressing or Caesar salad, and fresh dinner rolls. All served with Chef's choice potato and vegetable.

#### Chicken Cordon Blue \$17.00

Hand stuffed breast of chicken with ham and Swiss cheese

#### Chicken Kiev \$17.00

Breast of chicken hand stuffed with garlic butter and wild rice blend

#### Traditionally Roasted Turkey \$17.00

Oven roasted and served with Andouille sausage stuffing

#### Montreal Baked Chicken \$17.00

Bone in Montreal seasoned chicken

#### Honey Baked Ham \$17.00

Baked ham served with a honey pineapple glaze

#### Pasta Primavera (Vegetarian Option) \$17.00

Linguini noodles and fresh vegetables tossed with garlic and olive oil

#### Oven Roasted Beef \$20.00

Slow roasted sliced beef with homemade gravy

#### Stuffed Iowa Pork Chop \$20.00

A boneless Iowa pork chop stuffed with Andouille sausage and cranberry stuffing

#### Broiled Atlantic Salmon Market Price

Fresh Salmon filet brushed with herb butter and broiled until tender

#### Pork Tenderloin Medallions \$20.00

Two succulent grilled pork tenderloin medallions

#### Tender Beef Tips \$18.00

Served over mashed potatoes or linguini

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## Dinner Selections

Prices are per guest

### Dinner Buffets

All dinner buffets are served for groups of 25 or more. All dinner buffets are served with warm dinner rolls and fresh brewed coffee

#### Traditional Ale House Buffet \$18.00

##### **1. Choose Two Entrees**

Chicken cordon blue  
Stuffed chicken  
Chicken kiev  
Baked chicken  
Tender beef tips  
Honey glazed ham  
Roasted turkey  
Lasagna (vegetarian lasagna available)  
Chicken Parmesan  
Meatloaf

#### Additional Entrees (Price Addition)

Fried Chicken	\$1.00 per person
Oven Roasted Beef	\$3.00 per person
Roasted Pork Loin	\$3.00 per person
Broiled Salmon	\$5.00 per person
Prime Rib	Market Price
Salmon	Market Price
*Add 3rd choice Entrée for \$5.00 per person (Market Price for Prime Rib)	

##### **2. Choose One Starch**

Parsley buttered red potatoes, oven  
roasted potatoes, mashed potatoes,  
garlic mashed potatoes, baked potato,  
wild rice blend, mac & cheese,  
mashed sweet potatoes

##### **3. Choose One Vegetable**

Mixed vegetable blend, green beans  
almondine, buttered corn, glazed carrots  
Steamed Asparagus (Seasonal) \$2.00 extra/person

##### **4. Choose One Salad**

House salad with Ranch dressing  
(Add: Choice of dressings \$1.00 per person)  
Caesar salad  
Seven layer salad (Served on Buffet)  
Wisconsin waldorf salad  
with raspberry vinaigrette  
(Add: \$1.00 per person)

#### Blue Ribbon Buffet \$22.00

Pork loin  
Andouille sausage corn bread stuffing  
Chicken Choice  
Linguini with pesto cream sauce  
Chef's choice potato and fresh seasonal vegetable  
Tossed garden greens with assorted dressings

#### The Great Italian Buffet \$19.00

Linguini with marinara sauce and meatballs  
Homemade lasagna (Vegetarian available)  
Three cheese tortellini with pink sauce  
Antipasto salad  
Tossed garden greens with assorted dressings  
Garlic parmesan breadsticks

#### The Grand Buffet \$28.00

Chef carved ny strip  
Chicken Choice  
Broiled Salmon with dill sauce  
Chef's choice potato and fresh seasonal vegetable  
Tossed garden greens with assorted dressings

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# Liquors & Beverages

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### House Wine

Sutter Home - \$18/Bottle \$5/Glass

White Zinfandel, Riesling, Pinot Grigio, Chardonnay, Pinot Noir, Cabernet Sauvignon, Merlot

Sparkling Wine - \$18/Bottle

### Draft beer

Half Barrel Domestic \$250.00

Budweiser, Bud Light, Mich Golden Light, Miller Lite, Coors Light, Busch Light,  
High Life, Leinies Original

Half Barrel Premium \$275.00 - \$375.00

Leinies Honeyweiss, New Glarus Spotted Cow, Blue Moon

\*Other options available, see Catering Staff for details

### Bottled Beer

Domestic \$4.00

Premium \$5.00

Specialty \$6.00

### Spirits

Rail Mixers \$4.00

Call Mixers \$5.00

Premium Mixers \$6.00+

### Soft Drinks

Canned Soda \$2.50 per can

Bottled Water \$2.50 per bottle

Unlimited Soda \$2.00 per person (Guaranteed Count)

### Punch

Fruit Punch \$12.00 per gallon

Rum Punch \$25.00 per gallon

Champagne Punch \$25.00 per gallon

### Juice & Milk

Orange, Cranberry, Pineapple \$8.00 per carafe

Milk (2%) \$8.00 per carafe

### Coffee

Regular or Decaf \$8.00 per thermal pot

\$20.00 per gallon

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## Set Up & Room Preparation Fees

### Ballroom

Maximum capacity 500 guests \$600.00 per day

### North Ballroom

Maximum capacity 200 guests \$300.00 per day

### South Ballroom

Maximum capacity 200 guests \$300.00 per day

### Sky Boxes (3 Total)

Maximum capacity of 32 guests \$30.00 per room

## Rental Equipment

VCR or DVD Player	\$25.00
CD Player	\$25.00
Projector Screen	\$25.00
LCD Projector	\$50.00
Hand Held Microphone	No Charge
Podium	No Charge
Easel	\$5.00
Easel with Pad	\$10.00
Colored Tablecloths (per table)	\$5.00
Colored Napkins (per person)	\$0.50.00
Bridal Archway	\$50.00
Beverage Fountain	\$50.00
Cake Plates	\$25.00
Cake Cutting and Serving	\$100.00
Bar Service	\$250.00 Minimum per event
(Difference will be charged if minimum not met)	

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## Contract

Event Date \_\_\_\_\_ Type of Event \_\_\_\_\_

Client Name(s) \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Room \_\_\_\_\_ Estimated # of guests \_\_\_\_\_

Catered event with servers Y \_\_\_\_\_ N \_\_\_\_\_ Bar service Y \_\_\_\_\_ N \_\_\_\_\_ Date of Contract \_\_\_\_\_

### Payment

A valid credit card is required (on file) to insure final payment of your account. Final payment is due the day of your event and can be paid by valid check or credit card. Any discrepancies in count should be addressed at that time, prior to making final payment. Groups requesting tax exemptions must submit current documentation of exempt status prior to scheduled event and payment must be made from a tax exempt account. \_\_\_\_\_ Initial

### Food & Beverage

**Food:** For health and safety reasons no food or beverage (carry ins) permitted from outside vendors with the exception of special event cakes. **No food or beverage may leave the premises.** Food / meals not served within 30 minutes of scheduled service time will result in a 5% late service & staffing fee. Buffet meals will be maintained for no longer than two hours unless arrangements are made in advance for food changes. An industry standard 20% service charge will be added to all event meals regardless of type (plated, buffet, family style). The culinary and catering departments reserve the right to adjust prices on a "market" price basis. Any price adjustments will be made in writing prior to your event. Catering services are subject to state and local tax per state law. The culinary and catering departments reserve the right to refuse food and /or beverage service or entry onto the premises to any person without legal age verification or who appears intoxicated.

**Beverage: No one under the age of 21 (Legal Drinking Age) is permitted to consume alcohol while on premises.** An industry standard 20% gratuity will be added to all hosted bar services & products. An 20% service/ gratuity charge will be added for the cash portion of any bar when a request is made to remove the tip containers. An 20% service/ gratuity charge will be added to all host beverage service. Any host bar not exceeding \$250 in sales will be assessed the difference as a service fee. **Consumption of alcohol is not permitted outdoors, except in designated areas.**

**Any Food and/or Beverage that is brought in from an outside source can and will be confiscated.** \_\_\_\_\_ Initial

### Guarantee & Cancellation

Adhering to confirmed food service time is essential. Clients delaying food service time assume total liability for quality of food. Off Broadway Banquet Center Event Department assumes no responsibility for quality of food if confirmed food service time varies more than 30 minutes. Signed contracts and or event deposits are your assurance that a space will be reserved for your event. We require a guarantee figure on meals 7 days prior to event. The number will be considered the guarantee and is not subject to reduction. The client is responsible for 100% of the guaranteed count. We will set and prepare for 5% above the guaranteed figure to allow for some extras. All deposits and prepayments are nonrefundable and are applied in whole to charges on the reserved date. In the event a deposit is not made by the specified date the event may be cancelled and prepayments forfeited. Cancellation prior to the event date will result in loss of date and deposit.

Upon booking, a \$600 minimum deposit is required to reserve your date. Thirty days prior to your event, a secondary deposit of at least ½ your estimated bill is due. Payment in full must be made on the date of your event. \_\_\_\_\_ Initial

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## Event Rooms

All meeting rooms are non-smoking. Other groups may be using the same room as you prior to or following your event. Please adhere to the times agreed upon. Event rooms will be assigned by the number of anticipated guests. If attendance drops or increases the Event Department reserves the right to change the group to a room suitable for the attendance. Off Broadway Banquet Center reserves the right to approve all displays and exhibits. No tape is allowed to secure items to the walls or tables. No confetti, silly string, party poppers, or the like allowed. Failure to adhere to the decoration policy may result in an additional service charge. Please schedule times to decorate or review media with our Event Department. \_\_\_\_\_ Initial

## Entertainment

Musicians and DJ's are booked by the client and are their sole responsibility.

Our Event Department will be happy to make referrals to entertainers who have performed at our venue and have received positive referrals from our clients. If the volume from the entertainment or public address system disturbs other patrons we reserve the right to require your entertainer(s) to lower the volume. All entertainment must conclude by 12:00am.

Bands, DJ's and other entertainers are required by this contract to set up their equipment prior to the start time of the reception. This is done as a safety measure for our employees and guests and as a courtesy to you so that your reception, dinner and toasts are not disturbed by equipment set-up. It is the client's responsibility to make your entertainer aware of this policy. \_\_\_\_\_ Initial

## Audio Visual

Our Event Department will be happy to assist with your audio / visual equipment and engineering needs. Please be sure to discuss your needs with the Event Department prior to your event. We strongly suggest that all slide shows or video presentations be tested prior to the event. The Off Broadway Banquet Center assumes no liability for "burned" cd's or dvd failure. \_\_\_\_\_ Initial

## Security

Off Broadway Banquet Center assumes no responsibility for damages or loss of equipment, merchandise, or articles left unattended. The client assumes all responsibility for any damages caused to a room or property by his or her guests. The Event Department will be happy to refer clients to a private security company for events that require security. \_\_\_\_\_ Initial

## Sky Box Rentals

Smoking is not allowed in the sky box rooms. Please adhere to the times agreed upon. Skyboxes are assigned by the number of people anticipated. There is a \$30.00 rental fee for use up to 5 hours, assessed for the use of a skybox for the event. No tape is allowed to secure items to the walls or tables. No confetti, silly string, party poppers, or the like is allowed. Please schedule time to decorate for your event with the Event Manager. \_\_\_\_\_ Initial

Additional contract details: \_\_\_\_\_

Sole use of event rooms is guaranteed with a signed contract and deposit paid in full only.

Client Signature \_\_\_\_\_ Date \_\_\_\_\_

Client Signature \_\_\_\_\_ Date \_\_\_\_\_

Off Broadway Banquet Center Representative \_\_\_\_\_ Date \_\_\_\_\_

Initial deposit amount to hold date \_\_\_\_\_ Paid \_\_\_\_\_



## Credit Card Payment Authorization Form

Sign and complete this form to authorize Stout Ale House to make a one time debit to your credit card listed below.

By signing this form you give us permission to debit your account for the amount indicated on or after the indicated date. I understand that charges for damages to the room, or any unpaid balance will be charged to the card. This is permission for a single transaction only, and does not provide authorization for any additional unrelated debits or credits to your account.

### **Please complete the information below:**

I \_\_\_\_\_ authorize Stout Ale House to charge my credit card  
(full name)

account indicated below for \_\_\_\_\_ on or after \_\_\_\_\_. This payment  
(amount) (date)  
is for \_\_\_\_\_.  
(description of goods/services)

Billing Address \_\_\_\_\_ Phone# \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_

Account Type: ☐ Visa ☐ MasterCard ☐ AMEX ☐ Discover

Cardholder Name \_\_\_\_\_

Account Number \_\_\_\_\_

Expiration Date \_\_\_\_\_

CVV2 (3 digit number on back of Visa/MC, 4 digits on front of AMEX) \_\_\_\_\_

Client Signature \_\_\_\_\_ Date \_\_\_\_\_

I authorize the above named business to charge the credit card indicated in this authorization form according to the terms outlined above. This payment authorization is for the goods/services described above, for the amount indicated above only, and is valid for one time use only. I certify that I am an authorized user of this credit card and that I will not dispute the payment with my credit card company; so long as the transaction corresponds to the terms indicated in this form.

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