

UPSTAIRS
DOWNSTAIRS

CATERING

...a step above the rest

Special Events & Wedding Menu

1617 N. Stoughton Rd., Madison, WI 53704

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updowncatering.com

Hot Hors d'oeuvres – priced per dozen

ITALIAN STUFFED MUSHROOMS \$19

Fresh button mushrooms stuffed with spinach, red pepper, onions & parmesan cheese (veg)

SUN DRIED TOMATO & GOAT CHEESE STUFFED MUSHROOMS \$20

Fresh button mushrooms stuffed with sun dried tomato & chevre cheese (gf, veg)

BACON STUFFED MUSHROOMS \$23

Fresh button mushrooms stuffed with hickory smoked bacon cream cheese & parmesan

BLEU CHEESE & PECAN STUFFED MUSHROOMS \$22

Fresh button mushrooms stuffed with bleu cheese, pecans & basil

BACON WRAPPED WATER CHESTNUTS \$23

Water chestnuts encased in hickory smoked bacon

COCKTAIL MEATBALLS \$17

Served with your choice of sauce: BBQ, Swedish, or marinara

BUFFALO OR TERIYAKI CHICKEN WONTON CUPS \$24

Your choice of seasoned chicken fills these wonton cups

TOMATO BISQUE SHOOTERS \$26 *BUTLER PASSED ONLY*

Individual portions of warm tomato soup served with grilled cheese triangles (veg)

MINI CHICKEN & BRIE PUFFS \$26

Chicken, brie & honey wrapped in mini puff pastry

STUFFED ARTICHOKE HEARTS PARMESAN \$24

Artichoke hearts stuffed with a dill cream cheese and topped with parmesan cheese (gf, veg)

MINI CRAB CAKES WITH MUSTARD CREAM SAUCE \$24

Mini crab cakes served with our cream mustard sauce (cakes df)

CHICKEN SATAY \$24

Skewered with your choice of marinade: honey Dijon, BBQ, Thai peanut, or chicken tikka (df & gf excluding peanut)

MARINATED BEEF TENDERLOIN SKEWERS \$26

Served with horseradish cream sauce (gf, df)

MAC & CHEESE BITES \$25

Six gourmet cheeses and macaroni fried into bite size pieces (veg)

SPINACH & FETA PHYLLO TRIANGLES \$26

Spinach & feta cheese stuffed in phyllo dough triangles (veg)

ASPARAGUS ASIAGO \$25

Asparagus wrapped in flakey phyllo dough topped with asiago cheese (veg)

MINI BEEF WELLINGTON \$27

Tender marinated beef filet wrapped in mini puff pastry with mushrooms & onions (df)

STREET CORN TORTILLA CUPS \$24

Warm Mexican street corn baked in a tortilla cup (veg)

Cold Hors d'oeuvres – priced per dozen

(v) – vegan, (veg) – vegetarian, (gf) – gluten free, (df) – dairy free

BRUSCHETTA \$21

Olive oil brushed baguette with fresh tomatoes, mozzarella cheese, & basil with a balsamic drizzle (veg)

AVOCADO BRUSCHETTA \$24

Our famous bruschetta with fresh avocados and drizzled with balsamic glaze (v)

GRILLED BEEF TENDERLOIN BAGUETTE \$26

Grilled tenderloin sliced thin and topped with horseradish aioli

CAPRESE SKEWERS \$24

Fresh mozzarella, basil and tomato drizzled with balsamic glaze (gf, veg)

SURF & TURF CROSTINI \$28

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

DILL CRAB SALAD OR PECAN CHICKEN SALAD PUFFS \$26

Paté choux puff with your choice of salad

GARLIC SHRIMP \$36

Jumbo garlic shrimp with a pesto dipping sauce (df, gf)

JUMBO SHRIMP COCKTAIL \$36

Jumbo shrimp served with cocktail sauce & lemon wedges (df, gf)

AVOCADO & GOAT CHEESE CROSTINI \$24

Crispy baguette with fresh avocado, basil, goat cheese, & roasted balsamic tomatoes (veg)

WI BRAT BITES \$24

Crispy baguette topped with sliced beer brat, sauerkraut, onion, & mustard (df)

CHICKEN, MANGO & AVOCADO WONTON CUPS \$26

Fried wonton cups, filled with seasoned chicken, fresh mango & diced avocado (df)

BRIE & RASPBERRY TARTLET \$27

Brie, raspberry & almonds with a balsamic glaze in a phyllo cup (veg)

CRANBERRY PECAN BRIE CROSTINI \$25

Crispy baguette with brie and topped with cranberries, pecan, & balsamic glaze (veg)

MEXICAN STREET CORN SALAD \$24

Mexican street corn salad in a baked tortilla cup

VEGAN NORI ROLLS \$26

Nori rolls with hummus, sprouts, carrots, cucumber, avocado & nutritional yeast (v, veg, df, gf)

FALAFEL BALLS \$24

Deep fried chickpea balls with a side of tzatziki & tahini sauce (v, veg, gf)

Platters— priced per person unless specified

SEASONAL SLICED FRUIT & BERRIES PLATTER \$4.00

Sliced pineapple, honeydew, cantaloupe, strawberries & grapes

WISCONSIN CHEESE BOARD \$3.50

Variety of local Wisconsin Cheese, garnished with grapes & berries, served with assorted gourmet crackers

Add fresh Wisconsin Cheese Curds for \$0.50 Extra

Add Sausage to Complete the tray for \$1.00 Extra

FRESH VEGETABLE TRAY \$3.00

Fresh Broccoli, Carrots, Cauliflower, Celery, Cherry Tomatoes & cucumbers served with our creamy herb dip

FIESTA DIP PLATTER \$3.00

Seasoned cream cheese, refried beans, sour cream, cheddar, pico de gallo, and green onions served with tortilla chips

CHERRY BALSAMIC BAKED BRIE \$4.50

Served with artisan crackers & French bread

APRICOT PECAN BAKED BRIE \$4.50

Served with artisan crackers & French bread

GREEK PLATTER \$4.50

Cucumber salad, hummus, tzatziki sauce, kalamata olives, pepperoncini, Tomato slices, and pita corners

SPINACH & ARTICHOKE DIP \$3.75

Served with tortilla chips & fresh vegetables

Add pita corners for \$1.00

SMOKED SALMON PLATTER (SERVES 50-75 PPL) *MARKET PRICE*

Premium salmon displayed with chopped eggs, dill cream cheese, diced sweet onions, olives, cucumber slices, capers, diced tomatoes, and lemon wedges. Served with assorted crackers

(Need two-week lead time)

HUMMUS DIP PLATTER \$3.00

Choose plain, lemon garlic, or roasted red pepper hummus served with pita corners, celery, carrots, & cucumbers

TORTELLINI SKEWERS PLATTER \$2.50

Tri-colored tortellini skewers, served with pesto dipping sauce

CHARCUTERIE BOARD \$9.00

Assorted cured meats, assorted gourmet cheeses, dried fruits, nuts, and assorted peppers & olives. Served with artisan crackers

STREET CORN DIP PLATTER \$3.00

Warm Mexican Street Corn Dip, served with tortilla chips

ANTIPASTO PLATTER \$6.00

Grilled vegetables, salami, prosciutto, olives, marinated artichokes, cherry tomatoes, & pepperoncini's served with crostini and gourmet crackers

Entrée Selections

BUFFET MEALS

Our buffet meals come with salad, artisan rolls & butter,
Two 5oz entrée choices, and two sides, starting at \$22.00 per person.

FAMILY STYLE MEALS

All of our family style meals are served with two 5oz entrées and three side selections.
Family style salads, artisan rolls & butter are included. Family style meals start at \$25.00 per person.

PLATED MEALS

Our plated entrées are 8oz, and are served with two sides, salads, artisan rolls & butter. Pastas served with one side vegetable. Prices are as listed.

VEGAN & ALLERGEN MEALS & FAMILY RECIPES

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

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

SALADS

Served with Two Dressing Options

MIXED FIELD GREENS SALAD

Topped with cucumbers, fresh grape tomatoes & shredded carrots

CAESAR SALAD

Romaine lettuce, parmesan, red onions, croutons, & grape tomatoes

DRESSINGS

Ranch, Caesar, French, Bleu Cheese, Honey Mustard, Balsamic Vinaigrette, & Raspberry Vinaigrette

TOP TIER SALADS - \$1.00 EXTRA

Served with two dressing options

UPDOWN SALAD

Mixed greens, & fresh spinach, topped with candied walnuts, feta cheese, & strawberries

STEP ABOVE SALAD

Mixed greens & fresh spinach, topped with fresh pears, gorgonzola cheese, & candied walnuts

MEDITERRANEAN SALAD

Romaine, grape tomatoes, cucumbers, Kalamata olives, pepperoncini's, & feta cheese

KIDS MEALS

\$12 per child (2-10)

KIDS MEAL ENTRÉE

Chicken fingers, fresh fruit cup, and home-made macaroni & cheese, with ketchup and BBQ

Buffet & Family Style Entrees

Beef

TENDERLOIN ROQUEFORT - ADD \$4

Herb crusted tenderloin filet topped with gorgonzola cream sauce (gf)

FILET OF TENDERLOIN - ADD \$4

Herb crusted tenderloin filet topped with mushroom demi-glace (gf, df)

SHREDDED BBQ BEEF

Slow cooked BBQ roast beef, served with silver dollar or kaiser rolls (gf, df)

BRAISED BEEF SHORT RIBS - ADD \$4

Slow cooked braised short ribs topped with red wine demi-glace (gf, df)

BEEF BRISKET – ADD \$1

Slow cooked, braised beef brisket (gf, df)

LONDON BROIL

Marinated & seared flank steaks topped with demi-glace (gf, df)

GRILLED BEEF TENDERLOIN KEBOBS - ADD \$2

Tender pieces of marinated beef with onion, button mushrooms, red & green peppers (gf, df)

BBQ BEEF BRISKET – ADD \$2

Slow cooked, braised beef brisket drizzled with BBQ sauce

Poultry

WISCONSIN CHICKEN BREAST – ADD \$1

Seasoned chicken breast stuffed with Wisconsin dried cranberries, apples, & feta cheese, topped with cranberry port cream sauce (gf)

SPINACH & FETA STUFFED CHICKEN BREAST – ADD \$1

Seasoned chicken breast stuffed with fresh spinach & feta cheese topped with gorgonzola cream sauce (gf)

HERB ROASTED CHICKEN BREAST OR BONE-IN CHICKEN

Fresh herb marinated & seasoned chicken (gf,df)

BROCCOLI & CHEDDAR STUFFED CHICKEN

Broccoli & cheddar stuffed chicken breast topped with seasoned bread crumbs (gf,df)

ITALIAN STUFFED CHICKEN BREAST – ADD \$1

Chicken breast stuffed with prosciutto, parmesan cheese, spinach, onion, and red peppers, topped with a roasted red pepper sauce (gf)

UPDOWN CHICKEN CORDON BLEU – ADD \$2

Chicken breast with ham, Swiss cheese, wrapped in puff pastry & topped with honey dijon (Traditional Cordon Bleu also available)

BACON & CHEDDAR STUFFED BBQ CHICKEN – ADD \$2

Dry rubbed BBQ chicken breast, stuffed with bacon & aged cheddar, topped with apple cider cream sauce (gf)

GARLIC BRANDY CHICKEN BREAST – ADD \$1

Seasoned chicken breast stuffed with munster cheese & sautéed mushrooms, topped with a brandy & white wine cream sauce (gf)

Buffet & Family Style Entrees

Pork

PROSCIUTTO & APPLE STUFFED PORK LOIN – ADD \$1

Prosciutto & apple stuffed pork loin, topped with a cider cream sauce

HERB ROASTED PORK LOIN

Oven roasted herb pork loin topped with cider cream sauce (gf)

SLOW ROASTED BBQ PORK

Slow roasted pork served with silver dollar rolls (gf)

BOURBON & APRICOT PORK LOIN – ADD \$1

Oven roasted pork loin topped with an apricot & bourbon glaze (gf, df)

Seafood

LEMON BAKED COD

Baked cod topped with a lemon cream sauce (gf)

PESTO SHRIMP CAVATAPPI – ADD \$3

Cavatappi noodles, jumbo shrimp, mushrooms, diced tomatoes & parmesan in a pesto cream sauce

GRILLED SALMON - ADD \$4

*Grilled salmon with your choice of: **honey mustard soy glaze** or **strawberry mango salsa** (df, gf)*

Vegetarian

PORTABELLA WELLINGTON

Marinated portabella mushroom & gouda cheese, wrapped in puff pastry with roasted red pepper coulis

BUTTERNUT SQUASH RAVIOLI – ADD \$1

Butternut squash and parmesan cheese ravioli topped with brown butter & sage cream sauce

PORTABELLA RAVIOLI

Portabella ravioli topped with sun dried tomato cream sauce

VEGETABLE PESTO CAVATAPPI – ADD \$1

Sautéed seasonal vegetables with cavatappi noodles, mushrooms, diced tomatoes & parmesan in a pesto cream sauce

Vegan

VEGAN RATATOUILLE – ADD \$2

Eggplant, zucchini, squash, peppers & mushrooms, in a savory tomato sauce (gf)

VEGAN PESTO CAVATAPPI – ADD \$1

Sautéed seasonal vegetables, cavatappi noodles, mushrooms, diced tomatoes in a vegan pesto sauce & topped with vegan cheese

GRILLED VEGGIE KEBOBS – ADD \$2

Grilled zucchini, squash, bell pepper, mushrooms & asparagus topped with a lemony basil sauce (gf)

Plated Entrees

Beef

TENDERLOIN ROQUEFORT \$28

Herb crusted tenderloin filet topped with gorgonzola cream sauce (gf)

FILET OF TENDERLOIN \$28

Herb crusted tenderloin filet topped with your choice of mushroom demi-glace or blackberry balsamic demi-glace (gf, df)

BACON WRAPPED FILET OF TENDERLOIN \$31

Hickory smoked bacon wrapped tenderloin topped with mushroom demi-glace (gf,df)

BURGUNDY PEPPERCORN SIRLOIN \$30

Burgundy marinated sirloin topped with a creamy peppercorn sauce

NEW YORK STRIP STEAK \$30

Grilled New York strip steak topped with red wine demi-glace (gf, df)

WHISKEY RIBEYE STEAK \$30

Juicy grilled ribeye steak soaked in whiskey sauce (gf, df)

HORSERADISH CHIVE CRUSTED RIBEYE \$30

Dry rubbed ribeye, drizzled with homemade horseradish chive butter (gf)

GRILLED BEEF TENDERLOIN KEBOBS \$28

Tender pieces of marinated beef with onion, button mushrooms, red & green peppers (gf, df)

Poultry

WISCONSIN CHICKEN BREAST \$23

Seasoned chicken breast stuffed with Wisconsin dried cranberries, apples, & feta cheese, topped with cranberry port cream sauce (gf)

SPINACH & FETA STUFFED CHICKEN BREAST \$23

Seasoned chicken breast stuffed with fresh spinach & feta cheese topped with gorgonzola cream sauce (gf)

ITALIAN STUFFED CHICKEN BREAST \$23

Chicken breast stuffed with prosciutto, parmesan cheese, spinach, onion, and red peppers, topped with a roasted red pepper sauce (gf)

HERB ROASTED CHICKEN BREAST \$21

Fresh herb marinated & seasoned chicken breast (gf, df)

UPDOWN CHICKEN CORDON BLEU \$25

Chicken breast with ham, Swiss cheese, wrapped in puff pastry and topped with honey Dijon (Traditional Cordon Bleu also available)

BACON & CHEDDAR STUFFED BBQ CHICKEN \$25

Dry rubbed BBQ chicken breast, stuffed with bacon & aged cheddar, topped with apple cider cream sauce (gf)

BACON & GORGONZOLA STUFFED CHICKEN BREAST \$25

Chicken breast stuffed with gorgonzola cheese, onions, red peppers & bacon, topped with gorgonzola cream sauce (gf)

PESTO CHICKEN CAVATAPPI \$24

Sautéed seasonal vegetables & chicken, with cavatappi noodles, mushrooms, diced tomatoes & parmesan in a pesto cream sauce – served with 1 vegetable

Plated Entrees

Pork

PROSCIUTTO & APPLE STUFFED PORK LOIN \$26

Prosciutto & apple stuffed pork loin, topped with a cider cream sauce

BOURBON & APRICOT PORK LOIN \$25

Oven roasted pork loin topped with an apricot & bourbon glaze (gf, df)

APPLE PORK LOIN \$25

Oven roasted pork loin stuffed with granny smith apples & served with a sun-dried cherry reduction (df)

BACON WRAPPED PORK LOIN \$27

Bacon wrapped oven roasted pork loin topped with orange pineapple sauce (gf, df)

Seafood

LEMON DILL SALMON \$27

Grilled salmon filet topped with lemon dill sauce (gf)

SHRIMP KEBOBS \$27

Jumbo shrimp grilled with onions, button mushrooms, bell peppers served with lemon wedges (gf, df)

PESTO SHRIMP CAVATAPPI \$26

Cavatappi noodles, jumbo shrimp, mushrooms, diced tomatoes & parmesan in a pesto cream sauce

Vegetarian

PORTABELLA WELLINGTON \$24

Marinated portabella mushroom & gouda cheese, wrapped in puff pastry with roasted red pepper coulis

BUTTERNUT SQUASH RAVIOLI \$24

Butternut squash and parmesan cheese ravioli topped with brown butter & sage cream sauce

PORTABELLA RAVIOLI \$24

Portabella mushrooms and ricotta cheese ravioli topped with sun dried tomato cream sauce

VEGETABLE PESTO CAVATAPPI \$24

Sautéed seasonal vegetables with cavatappi noodles, mushrooms, diced tomatoes & parmesan in a pesto cream sauce

Vegan

VEGAN QUINOA STUFFED BELL PEPPER \$22

Bell pepper stuffed with quinoa, kale, sautéed mushrooms & sweet onions, topped with tomato coulis & vegan cheese (gf)

GRILLED VEGETABLE KEBOBS \$24

Grilled zucchini, squash, bell pepper, mushrooms & asparagus topped with a lemony basil sauce (gf)

PENNE PASTA WITH MARINARA \$20

Seasonal vegetables with penne pasta tossed in marinara & topped with vegan cheese

Side Selections

Starches

- GARLIC ROASTED BABY RED POTATOES (GF, DF)
- SMASHED BABY RED POTATOES (GF)
- WILD RICE PILAF (GF, DF)
- GARLIC & HERB MASHED POTATOES (GF)
- PESTO CAVATAPPI
- TWICE BAKED POTATO WITH BACON & CHEDDAR (GF) - \$1
- DICED & ROASTED SWEET POTATOES WITH ROSEMARY (GF)
- SWEET POTATO MASH WITH BROWN SUGAR (GF, DF)
- RANCH ROASTED BABY RED POTATOES (GF)
- HERB ROASTED YUKON GOLD POTATOES (GF)
- GOURMET MAC & CHEESE - \$2
- Tossed in white truffle oil and baked in a Montgery Jack cheese sauce with real cheddar cheese.
- BAKED MAC & CHEESE WITH BREADCRUMBS - \$1
- AU GRATIN POTATOES (GF)
- BLEU CHEESE INFUSED MASHED POTATOES WITH BACON - \$1
- TWICE BAKED POTATO WITH BACON & BLEU CHEESE - \$1

Vegetables

- SAUTEED VEGETABLES - \$1
- HONEY GLAZED BABY CARROTS
- GREEN BEAN ALMONDINE
- MINI CORN ON THE COB (SEASONAL)
- GRILLED ASPARAGUS - \$1
- CHEESY BROCCOLI - \$1
- SAUTEED SUMMER SQUASH
- GARLIC ROASTED CAULIFLOWER
- VEGAN CORN O'BRIEN
- MUSHROOMS, BROCCOLI, CARROTS, PEA PODS, & ONIONS
- ASPARAGUS, GREEN BEAN, RED & YELLOW BELL PEPPER MEDLEY - \$1
- STEAMED BROCCOLI WITH LEMON
- GARLIC ROASTED BRUSSEL SPROUTS
- ROASTED ROOT VEGETABLES - CARROT, POTATO, ONION, CELERY, & PARSNIPS - \$1
- PEAS & CARROT MEDALLIONS

Desserts – Prices listed per person

ASSORTED PIE SLICES – \$4.50

Apple, cherry, key lime, pecan, strawberry rhubarb, chocolate cream, or pumpkin

STRAWBERRY SHORTCAKE - \$4.00

Shortbread layered with fresh strawberries & homemade whipped cream

INDIVIDUAL GOURMET DESSERTS - \$7.00 (3 PIECES PER PERSON)

Truffles, mini cream puffs, mini tarts, raspberry mousse filled chocolate cups, and chocolate covered strawberries

MINI CHEESECAKE BITES - \$6.25 (3 PIECES PER PERSON)

Turtle, chocolate raspberry, vanilla, chocolate, cherry vanilla, & salted caramel

CUPCAKES - \$4.00

We have several assorted flavors & frostings available – just ask!

ASSORTED COOKIES - \$1.75

Chocolate chunk, M&M, peanut butter, oatmeal raisin, sugar, molasses, or snickerdoodle

MINI CHAMPAGNE CHEESECAKE SHOOTERS - \$3.50

Graham cracker & champagne cheesecake, topped with cherries

ASSORTED DESSERT BARS - \$2.25

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

ASSORTED DESSERT STATION - \$6.50 (3 PIECES PER PERSON)

Mini cupcakes, mini cookies, assorted mini dessert bars, & mini cheesecake bites

CHEESECAKE STATION - \$6.00

New York cheesecake with assorted sauce toppings: strawberry, raspberry, blueberry, chocolate, & caramel (choose up to 3)

CHOCOLATE FONDUE BAR - \$6.00

Includes: Hot chocolate sauce, pineapple, strawberries, rice krispy bites, marshmallows, pound cake & bamboo skewers

GLUTEN FREE DESSERT STATION – \$7.00 (3 PIECES PER PERSON)

Chocolate covered strawberries, coconut macaroons, gluten free brownies, & Scotcheroos

Cake Cutting:

\$1.00 per person

(Includes use of cake cutting knife for pictures)

Beverages

REGULAR & DECAFFEINATED COFFEE

\$25 per gallon (cream, sugar & sweetener included)

ASSORTED HOT TEA STATION

\$25 per 25 guests

STRAWBERRY & BASIL INFUSED WATER

\$18 per gallon

ORANGE & MINT INFUSED WATER

\$18 per gallon

LEMONADE

\$16 per gallon

FLAVORED LEMONADE

\$18 per gallon (raspberry, strawberry, & blueberry mint available)

WATER STATION

\$15 per station

ICED TEA

\$16 per gallon

HOT CHOCOLATE WITH WHIPPED CREAM

\$22 per gallon

HOT CIDER WITH CINNAMON STICKS

\$22 per gallon

ASSORTED CANNED SODA

\$2 per can

BOTTLED WATER

\$2 per bottle

Late Night Snacks (Customer is responsible for Late Night Clean Up)

WOOD FIRED PIZZAS

\$17 per pizza and up

SLIDER BAR (2 PIECES PER PERSON)

\$6 per person – choose either burgers or pulled pork

LARGE HOT PRETZEL STICKS

\$3 per person – add cheese &/or Dijon mustard for \$1 extra

POPCORN BAR WITH ASSORTED SALTS

\$2 per person

NACHO BAR - *Chips, tomatoes, onions, peppers, cheddar cheese, salsa, sour cream, cheese sauce. \$4pp or add seasoned ground beef for \$5pp*

MAC & CHEESE BAR – *Served with bacon bits, potato chips, parmesan cheese, breadcrumbs, black olives, & hot sauce. \$5 per person*

CHICKEN WING BAR WITH ASSORTED SAUCES

\$15 per dozen – Plain, BBQ, Buffalo, Garlic Parmesan, & Cajun (dry rub) wings, with your choice of ranch or blue cheese, served with celery

HOT DOG/ CORN DOG BAR

\$4pp – mustard, ketchup, diced onions, BBQ sauce, & pickle relish

Catering Policies

Congratulations!

At Upstairs Downstairs we want you to get whatever foods you love for your special day. We're happy to make family 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 six vendors at no additional cost.

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

Guarantees

A guaranteed number of guests is required 7 days prior to your event. The number may not decrease once it is confirmed, however, increases may be made up to 2 days prior to your event.

Sales Tax & Service

A 5.5% Wisconsin sales tax is added to all totals. Service staff are available to our customers and are billed at a rate of \$30.00 per staff person per hour (\$35.00 per hour for lead service) and we require a 4-hour minimum. Services events have an added 15% event production charge. This is not a gratuity for the staff. It covers all the back-end costs that go into an event, such as office staff, walk throughs, meetings, insurance certificates, vehicles, packing, loading/unloading, just to name a few.

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

Menu, Deposits, Payments & Cancellations

Due to fluctuating wholesale prices and supply chain issues, Upstairs Downstairs Catering cannot guarantee menu prices until 30 days in advance of any function. Should substitutions be necessary, your event planner will contact you. We require a \$300.00 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 a contracted order. We can accept cash, checks, and all major credit cards. Please note, there is a 3% convenience fee for all credit card transactions.

China & Linen Rentals

UpDown Catering can accommodate complete sets of China dishes, stainless steel flatware, and glassware.

Full China Rental: Salad & Dinner Plates, Silverware and Water Glass... \$3.00pp

If China is rented through another vendor, our staff will set out, clear, scrape, and return the China back into the containers provided. This does not include washing or wiping clean.

Individual pieces of China & Stemware.....\$0.75 per piece

Eco Friendly Disposables.....\$0.15 per piece

Table Linens (white, ivory, or black)\$8.00 each

Linen Napkins.....\$1.00 each

Leftover Food – Buffet Only

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 may be packaged by our staff for an additional fee of \$25.00.

Set Up & Clean Up 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 out linens or China.

Notes: