



C A T E

R I N G



AT MILWAUKEE
INSTITUTE OF
ART & DESIGN



Our Menu



WELCOME LETTER

PLANNING YOUR EVENT

TERMS AND CONDITIONS

This section will help you plan your event. It contains helpful suggestions as well as the procedures associated with planning your next catering event.

MENU CHAPTERS:

A GREAT START

LUNCH TIME

HORS D'OEUVRES

BOUNTIFUL BUFFETS

FINISHING TOUCHES

HORS D'OEUVRES

BEVERAGES



Welcome

This catering guide is designed to assist you in the planning of your event. Most of your needs will be addressed within this guide. However, if you prefer, we can customize a menu that is unique to your event.



Please Note:

During the school year

Guests are invited to go through our Café line. Meals are all you can eat and the menu changes daily. Breakfast is \$3.00, Lunch/Brunch is \$5.00 and Dinner is \$6.00.



Groups should adhere to published serving times. Breakfast is 7:15am until 9:00am. Lunch is 11:00am until 12:45am. Dinner is 5:00 until 6:30. Special arrangements may be made with an additional fee.

Served meals are not available at this time.





Planning Your Special Event

At Milwaukee Institute of Art & Design, our experienced staff will create the right atmosphere for your event. Early planning will ensure a memorable experience. For this reason, we require a notice of 14 business days prior to the date of your event.



After you identify your special date, please call to determine space availability. If space is available, our Campus Events Director will schedule your reservation and assist in the coordination of your event. Please call 414-847-3249 Monday through Friday between the hours of 8am-4pm.





Terms and Conditions

Contract

All Milwaukee Institute of Art & Design functions require a signed contract to be on file in the Campus Events Office prior to your event.



Guarantee Attendance

Our policy requires a final guarantee number 72 hours prior to your event. The guarantee number for events on Monday, Tuesday and Wednesday must be made by 12 noon the preceding Friday. This number will constitute the guarantee, not subject to reduction, and charges will be made accordingly. If no guarantee is received at the appropriate time, the expected attendance will be used as a guarantee. We automatically provide food and services for 5% above the guaranteed number.



Entrée Selection

A single entrée selection is recommended for all served meal functions. If a second selection is necessary, the exact number of each entrée must be guaranteed three business days prior to the event. Special dietary requests also can be accommodated with prior notice of three business days. The higher of the entrée prices will be charged for both entrees. Health regulations prohibit leftover serving portions to be taken after a catered event.



Food Cancellations

If you need to cancel your plans, a notice of three business days is required to help avoid charges for incurred expenses. Cancellations are to be brought to the attention of the food service director or his/her designee at 414-847-3249. Cancellations received less than three business days will be subject to a 50% charge of original costs.



Terms and Conditions

Food Prices

Prices listed are subject to change without notice. Prices reflected in this guide do not include sales tax, which will be added to the final bill.



Banquet Charges

Our standard tablecloth color is white; standard napkin color is white. Other solid color tablecloths (except black) and solid color napkins may be available upon request. Specialty linens, centerpieces, votive candles, mirrors, etc., are available at an additional charge and must be ordered four business days prior to the event.



Billing/Payment

A detailed invoice will be sent after the event. Payment is due upon receipt. A 1.5% per month late fee will be assessed if payment is not received within thirty days.

Tax Exempt Certificate

It is necessary to have a copy of your current tax-exempt certificate on file in our business office to process your account on a tax-exempt basis. If we do not have your certificate on file, we must charge tax on all transactions.



AV/Special Needs

The Milwaukee Institute of Art & Design Campus Events Office must be notified of any special services requests such as audio-visual needs, electrical hook-ups, staging, special lighting, centerpieces, champagne fountains, candles, etc. You will be charged the appropriate rate.



Terms and Conditions

All formal events automatically include linen tablecloths and napkins, china and glassware. It is our policy to assess an additional rental fee for groups larger than 100 requiring the use of china. Additional wait staff will also require an additional fee.



In addition to registration tables, tables requested for non-meal functions are not routinely lined. Tablecloths can be requested for an additional charge.

Catered events scheduled outside regular business hours will require additional charges. Regular business hours for the Milwaukee Institute of Art & Design catering staff are 7am-7pm Monday through Friday and 9am-7pm Saturday and Sunday.



Vegetarian meals are available upon request at comparable costs.

Milwaukee Institute of Art & Design is a non-smoking environment. Smoking is not allowed in the building. However, smoking areas are provided outside at the Student Union.

Additional Notes

Maps, directions and diagrams are available for informational purposes upon request.





A GREAT START

BREAKFAST

All breakfasts (other than the Continental) are served only in the Campus Cafe.
All breakfasts include fresh coffee, hot tea, or ice-cold milk.

THE CONTINENTAL, AVAILABLE YEAR ROUND

Chilled Fruit Juice, Coffee

Fresh Pastries \$3.90

Add Fresh Sliced Seasonal Fruit \$1.10

B R E A K F A S T



A GREAT START

SUMMER BREAKFAST BUFFETS (25 GUEST MINIMUM)

Available only during May, June, July and Early August. All breakfast buffets are served only in the Campus Cafe. All breakfasts include fresh coffee, hot tea, or ice-cold milk.

COUNTRY BREAKFAST

Chilled Fruit Juices
Fluffy Scrambled Eggs
Sausage Patties or Links
Home-style Potatoes
Fresh Biscuits

\$7.95

MIAD BREAKFAST BUFFET

Chilled Fruit Juices
French toast
Sliced Seasonal Fruit
Warm Blueberry & Maple Syrups
Scrambled Eggs
Grilled Sausage Links or Patties
Home-style Potatoes
Assorted Fresh Pastries

\$9.75

Please see your Catering Director about our Famous
Cooked to Order Omelet Bar or Create a Breakfast Buffet

B R E A K F A S T



LUNCH TIME

BREAD BOX (10 GUEST MINIMUM), AVAILABLE YEAR ROUND
Luncheons Served Chilled, Pre-plated or Boxed

LE CROISSANT SANDWICH

Flaky croissant with your choice of:

Ham and Swiss Cheese

Turkey and American Cheese

Roast Beef and Cheddar Cheese

Grilled Chicken Breast and Swiss Cheese

Vegetarian

Croissant is garnished with leaf lettuce, tomato

Served with pickle & chips

Choice of dessert \$7.50

MIAD CLUB

Turkey, bacon, cheese, tomato & lettuce

Tripled stacked on toasted bread

Served with pickle & chips

Choice of dessert \$7.50

DESSERT CHOICES

Fresh Baked Cookies

Chocolate Brownies

Lemon Bars

Coffee, Iced Tea and Water are included when
lunches are served plated.

Water/Juice are included when served as a
box lunch.

Boxes include paper napkins, condiments &
plastic utensils.

EXPRESS LUNCHESES



H O R S D ' O E U V R E S

AVAILABLE YEAR ROUND (20 GUEST MINIMUM)

The following hors d'oeuvres can be served passed on trays or set up as stationary buffets depending on the style of your event.

HOT

- Brie En Croute
Mini French Brie baked in puff pastry with Raspberries
\$25.00 per dozen
- Spinach Phyllo Triangles
Phyllo dough stuffed with Spinach and Greek cheese
\$18.00 per dozen
- Swedish Meatballs or Barbecued Meatballs
Savory Swedish style meatballs served With special sour cream sauce or Our very own smokey barbecue sauce
\$25.00 per 50 pieces
- Egg Rolls with Sweet and Sour Sauce
\$18.00 per dozen
- Bacon Wrapped Water Chestnuts with Teriyaki Sauce
\$15.00 per dozen
- Buffalo Chicken Wings
\$12.00 per dozen
- Mini Deep Dish Pizzas
\$15.00 per dozen
- Mushrooms in Puff Pastry
\$21.00 per dozen
- Mini Franks in Puff Pastry
\$10.00 per dozen
- Veggie & Cheese Quesadilla Cornucopias
\$18.00 per dozen

COLD

- Cheese Platter
Swiss, Cheddar, Monterey Jack, Peppered Jack Served with assorted crackers
\$1.75 per person
- Cheese and Sausage Tray
An array of domestic cheeses
Accompanied with sausage and crackers
\$1.75 per person
- Seasonal Fresh Fruit Platter
Cascading fresh seasonal fruit
\$1.50 per person
- Garden Crudités & Dip
Seasonal vegetables with our special dip
\$1.50 per person
- Italian Tomato Bruschetta
Fresh tomatoes, chopped fresh basil, Virgin olive oil, diced onion, and Garlic over sliced toasted baguette
\$23.00 50 pieces
- Salami Cornucopias
Hard Salami filled with Herbed cream cheese rolled into a flute
\$25.00 50 pieces
- Silver Dollar Sandwiches
Ham or Turkey
\$15.00 per dozen

H O R S D ' O E U V R E S



B O U N T I F U L B U F F E T S

SUMMER BUFFETS: (25 GUEST MINIMUM)

Available only during May, June, July and Early August. Price includes choice of coffee or iced tea. Buffets are complimented with your choice of dessert: Brownies, Cookies, or Lemon Bars

BUTCHER BLOCK

Turkey, Ham and Roast Beef
Swiss and American Cheeses
Lettuce, Tomatoes, Onions, Pickles,
Mayo, Mustard and Horseradish
Assorted Bread and Rolls
Pasta Salad, Potato Chips \$8.50

PASTA PASSION

Fresh Tossed Salad with Croutons
Choice of Two Dressings: Zesty Italian, Ranch,
Peppercorn, French
Antipasto Display: Marinated Vegetables
Assorted Sausages and Cheeses, Olives and
Peppers
Choose One: Pasta Primavera, Spaghetti with
Marinara, Linguini with a Clam Sauce, Fettuccini
Carbonara
Choose One: Chicken Parmesan, Italian Lasagna,
Cheese Tortellini with Basil Cream Sauce
Garlic Bread \$15.95

RIVER FRONT BUFFET

Fresh Tossed Salad with Tomatoes, Carrots and
Cucumbers, Served with Croutons
Choice of Two Dressings: Zesty Italian, Ranch
Peppercorn, French Assorted Rolls & Butter
Choice of One Entree: Roast Beef Au Jus, Beef
Tips & Mushrooms in Burgundy Sauce, Lemon
Pepper Chicken, Roasted Pork Loin, Baked Honey
Dijon Ham, Baked Cod with Lemon Butter
Choice of One: Rice Pilaf, Herbed New Potatoes,
Creamy Whipped Garlic Mashed Potatoes
Choice of One: Whole Green Beans Almandine
Honey Glazed Carrots, Vegetable Bouquetiere
(Broccoli, Carrots, & Cauliflower) \$14.00

Buffets are complimented with your choice of
dessert: Brownies, Cookies or Lemon Bars

B U F F E T S



B O U N T I F U L B U F F E T S

SUMMER BUFFETS: (25 GUEST MINIMUM)

Available only during May, June, July and Early August. Price includes choice of coffee or iced tea.
Buffets are complimented with your choice of dessert: Brownies, Cookies, or Lemon Bars

MIAD BUFFET

Fresh Tossed Salad with Tomatoes, Carrots and Cucumbers, Served with Croutons

Choice of Two Dressings: Zesty Italian, Ranch
Peppercorn, French Assorted Rolls & Butter

Choice of Two Entrees: Roast Beef Au Jus, Beef
Tips & Mushrooms in Burgundy Sauce, Lemon
Pepper Chicken, Roasted Pork Loin, Baked Honey
Dijon Ham, Baked Cod with Lemon Butter

Choice of One: Rice Pilaf, Herbed New Potatoes,
Creamy Whipped Garlic Mashed Potatoes

Choice of One: Whole Green Beans Almandine
Honey Glazed Carrots, Vegetable Bouquetiere
(Broccoli, Carrots, & Cauliflower) \$16.00

FESTA ITALIAN

Caesar Salad or Tossed Garden Salad

Lasagna with Meat, or Vegetarian Style

Stuffed Cheese Shells or Cheese Tortellini with
Basil Cream Sauce

Mixed Italian Vegetables

Garlic Bread Sticks \$10.95

Buffets are complimented with your choice of
dessert: Brownies, Cookies or Lemon Bars

B U F F E T S



FINISHING TOUCHES

SNACKS, BY THE POUND UNLESS OTHERWISE NOTED, AVAILABLE YEAR ROUND

- Potato Chips \$6.95
- Individual package \$1.25
- Chip Dip (pint) \$5.50
 - Ranch, Garlic Peppercorn,
Bleu Cheese or French Onion
- Mini Pretzel Twists \$5.50
- Gardetto's \$8.00
- Tortilla Chips with Salsa (pint) \$10.35
- Cheese Ball (per lb.) \$11.25
 - One pound with crackers
- Fancy Mixed Nuts \$16.00

SWEET TREATS, BY THE DOZEN UNLESS OTHERWISE NOTED, AVAILABLE YEAR ROUND

- Mini Donut Holes \$7.00
- Cinnamon Rolls \$12.00
- Assorted Mini-Muffins \$6.00
- Bagels & Cream Cheese \$13.00
- Assorted Cookies \$6.00
- Lemon Bars \$12.00
- Rice Crispy Treats \$7.00
- Brownies \$12.00
- Assorted Mini Danish \$8.00

FINISHING TOUCHES



B E V E R A G E S

BEVERAGE SERVICE, AVAILABLE YEAR ROUND

Beverages by the gallon unless otherwise noted

- Apple Cider \$12.00
- Bottled Water (12 oz.) \$1.75
- Coffee \$12.00
- Fruit Juice – Gallon \$17.25
- Hot Chocolate \$12.00
- Hot Spiced Cider \$13.95
- Hot Tea \$0.95/Bag
- Assortment – Individual
- Iced Tea \$12.00
- Juice – Bottle (10 oz.) \$2.00
- Lemonade \$12.00
- Non-alcoholic Champagne \$TBA
- Soda – Can (12 oz.) \$1.25
- Fruit Punch \$12.00

B E V E R A G E S

