



Best Western **PLUS**[®]

2025

CATERING

MENU

University Inn

HOTEL & CONFERENCE CENTER

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HAVE A SPECIAL REQUEST?

We will work with you to create an unforgettable experience for your event.

For details on custom culinary options, specialty bar requests,
rentals & audio/visual needs, please contact our catering department at
208.882.0550 x 322

For events & meetings requiring guest room blocks,
please contact our Sales Department at 208.882.0550 x327

CONTINENTALS & MORNING BREAKS

includes freshly brewed
coffee & hot tea station

bagels with cream cheese

assorted cake donuts

assorted breakfast breads

coffee cakes

assorted muffins

fresh fruit display

whole fruit

yogurt cups

oatmeal cups with brown sugar

individually wrapped granola bars

hard boiled eggs

assorted cold cereals & milk

PICK TWO | 8 PER PERSON

PICK THREE | 10 PER PERSON

A LA CARTE & ADDITIONS | ADD 3 EA.

ALLERGY FRIENDLY OPTIONS AVAILABLE

SNACKS, SWEETS & AFTERNOON BREAKS

priced per person

VEGGIE SNACKS | 3

ADD OUR PNW HUMMUS DIP | 2

A tray of the freshest vegetables of the season served with ranch dressing & creamy balsamic on the side.

SNACK BAR | 3

An assortment of individual bowls of pretzels, popcorn, chips and bar mix

TRAIL MIX BAR | 5

Assorted granola, fancy mixed nuts, pretzels & fried fruits

BULK BAR MIX | 1.50

FRESH POPPED POPCORN | 1.50

 **VANDAL CANDY BARS | 3**

FRESH BAKED COOKIES | 2

CHOCOLATE BROWNIES | 2

 **TILLAMOOK SUNDAE BAR | 6**

Two ice cream flavors with all the fixings

REFRESHMENTS

A LA CARTE COFFEE STATION

Regular or Decaffeinated served with assorted creamers & sugar packets

Pot - serves 6 | 15

Air Pot - serves fifteen | 35

Urn - serves thirty- six | 76

HOT COCOA STATION

Pre-made hot cocoa served in an urn with cookies, whipped cream, chocolate sprinkles & mini-marshmallows

Urn - serves thirty- six | 85

ASSORTED HOT TEA | 2 per bag

HOT COCOA PACKETS | 2 per bag

SPICED CIDER | 2 per bag

JUICE & MILK

Ice Cold Milk, Orange, Apple or Cranberry Juice

10 oz. can or bottle | 4

64 oz. pitcher - serves six | 15

Dispenser - serves twenty-five | 65

ICE COLD DRINKS

Iced Tea, Lemonade, Fruit Punch

64 oz. Pitcher - serves six | 15

Dispenser - serves twenty-five | 65

SINGLE SERVE SODA

Pepsi Products | 3 per can

BOTTLED WATER | 2.25 per bottle

SPARKLING CIDER

750ml bottle | 10

SELTZER WATER

Assorted Flavors | 3 per can

GLUTEN FREE: GF

LOCALLY INSPIRED 

PLEASE NOTE: All prices subject to change without notice. All entrees require a 100% guarantee. All prices are subject to 20% service charge & 6% Idaho sales tax.

DESSERTS

prices are per person

HORS D'OEUVRES

prices are by the dozen (minimum order of 3)

ASSORTED FRESH BAKED COOKIES | 2

CHOCOLATE BROWNIES | 2

TIRAMISU | 4

STRAWBERRY SHORTCAKE | 4

CHOCOLATE TIGER CAKE | 4

PACIFIC NORTHWEST
LENTIL CARROT CAKE | 4

ITALIAN LEMON CREAM CAKE | 4

NEW YORK CHEESECAKE | 4
ASSORTED FLAVORS

GF CHOCOLATE TORTE | 4

GF CHOCOLATE MOUSSE | 3

ASSORTED DESSERT BARS | 6
ASSORTED FLAVORS

TILLAMOOK SUNDAE BAR | 6
Two ice cream flavors with all
the fixings.

VEGAN DESSERTS | 4
Fruit Crisp
Seasonal Sorbet
Vegan Chocolate Brownie
Fresh Fruit Cup

CHILLED

GF DEVILED EGGS | 18

Traditional favorite with assorted toppers:
olive, bacon & pimento

GF THAI CUCUMBER CUPS | 18

Choice of: chicken, cilantro, lime & chili sambal
sauce OR carrots, chili ginger & cilantro with our
house made teriyaki sauce

CRAB & AVOCADO CANAPES | 25

Deep sea red crab, house boursin mousse, avocado,
on toasted lavash, topped with red bell peppers

TORTILLA WRAPPED PINWHEELS | 20

A variety of turkey & beef with cream cheese,
spices & herbs, rolled in to flavored tortilla

SMOKED CHICKEN FILO CUPS | 24

Rich cream cheese, chives & smoked chicken in a crisp filo cup

FIRE CRACKERS PRAWNS & CROSTINI | 26

With three cheese blend on a toasted baguette topped with scallions

GOAT CHEESE & FOCACCIA | 24

Toasted herbed focaccia, creamy chevre cheese, caramelized
onion, sundried tomatoes, fresh basil & prosciutto ham

HOT

 GF LENTIL - STUFFED MUSHROOMS | 21/24

Palouse lentils, onions & Parmesan cheese
baked in a mushroom cap
Substitute Italian sausage for lentils | 3

SWEDISH MEATBALLS | 24

Choice of sour cream demi -glace OR sweet & sour sauce

 STUFFED IDAHO POTATO SKINS | 23

Golden crisp with cheddar cheese, bacon bits & green
onions served with sour cream & house made salsa

VEGETABLE OR PORK POT STICKERS | 22

Served with sweet & sour sauce & honey mustard

GF GRILLED CHICKEN SATAYS | 36

Grilled chicken on a bamboo skewer, drizzled with sweet
chili sauce, chopped cilantro & sesame seeds. Served
with teriyaki & Thai peanut sauce

GLUTEN FREE: GF

LOCALLY INSPIRED 

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guarantee. All prices are subject to 20% service charge & 6% Idaho sales tax.

A LA CARTE APPETIZERS

priced per person | minimum order of 20

APPETIZER SAMPLER PACKAGES

20 person minimum

SIMPLY DELICIOUS | 15 per person

Fresh Fruit Display
Vegetable Crudit 
Mediterranean Hummus
Tortilla Wrapped Pinwheels

A STEP ABOVE | 17 per person

Deli Meat & Cheese Tray
Goat Cheese & Focaccia
Lentil Stuffed Mushrooms
Idaho Potato Skins
Vegetable Pot-Stickers

THE GRAND | 21 per person

Fresh Fruit Display
Caprese Skewers
Spinach Artichoke Dip
Pork Potstickers
Firecracker Prawns & Crostini
Grilled Chicken Satays

GF CHIPS & SALSA | 2.25

Dried California chili peppers blended with tomatoes, onions, garlic cilantro & lime juice.
Served with tortilla chips

HERILOOM TOMATO BRUSCHETTA | 3.50

Served on grilled baguette slices with heirloom tomatoes, fresh mozzarella & basil

GF SEASONAL FRUIT DISPLAY | 3.50

A selection of our freshest seasonal fruit

GF VEGETABLE CRUDITE | 2.75

The freshest vegetables of the season, served with ranch & creamy balsamic dressing

GF MEDITERRANEAN VEGETABLE PLATTER | 3.25

Our selection of grilled vegetables marinated in olive oil, herbs de Provence & garlic served with roasted red pepper dipping sauce

DOMESTIC CHEESE DISPLAY | 3.75

Chef's assortment of cheddar, provolone, gouda & jack cheeses with an assortment of crackers.

GF SEVEN LAYER DIP | 3

Refried beans, sliced black olives, diced tomatoes, cheddar cheese, green onions, sour cream & salsa.
Served with tortilla chips.

SMOKED SALMON CANAPES | 4.25

Lox style salmon served with herb cream cheese on sliced baguettes

GF SUMMER SKEWERS | 3.25

Fresh melon balls, basil, feta cheese & balsamic drizzle.

GF CAPRESE SKEWERS | 3.25

Cherry tomatoes, basil, mozzarella & balsamic drizzle.

MEDITERRANEAN HUMMUS | 3.75

PNW hummus, accompanied with feta, Kalamata olives, grape tomatoes & marinated artichoke hearts. Served with garlic crostini.

HOT SPINACH ARTICHOKE DIP | 4 / 7

Fresh spinach & cream cheese served warm with sliced baguette bread
ADD DEEP SEA RED CRAB | 3

DELI MEAT & CHEESE TRAY | 6.95

Sliced breast of turkey, roast beef & honey ham.
Accompanied by sliced cheddar & Swiss cheeses, condiments & dollar rolls.

GLUTEN FREE: GF

LOCALLY INSPIRED 

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PLATED BREAKFAST

includes freshly brewed coffee & hot tea

BREAKFAST WRAP | 13

Three scrambled eggs, bacon, green onions & potatoes, house-made salsa & cheddar cheese all rolled in a warm flour tortilla. Served with fresh fruit.

GF CLASSIC BREAKFAST PLATE | 13

Choice of: two strips of hardwood bacon or two sausage links. Served with two scrambled eggs and sliced Yukon gold potatoes with grilled onions & peppers.

FRENCH TOAST & SAUSAGE LINKS | 12

Served golden brown, lightly dusted with powdered sugar. Served with whipped butter & hot maple syrup on top. Paired with a side of two sausage links & fresh fruit.

LOADED BREAKFAST CROISSANT | 15

Hardwood smoked bacon, scrambled eggs & cheddar cheese on a buttery croissant. Served with a side of breakfast potatoes & fresh fruit.

BREAKFAST BUFFETS

includes freshly brewed coffee & hot tea

BUFFETS REQUIRE 15 PERSON MINIMUM

HEALTHY START | 17

Full toasting station with assorted bagels, sliced breads & croissants. Featuring Lox smoked salmon, capers, red onions. Served with cream cheese, jams, jellies, honey butter and fresh fruit display

GEM STATE BREAKFAST | 17

Belgian waffles with maple syrup & butter, served with hardwood smoked bacon, scrambled eggs & a yogurt parfait bar. Includes vanilla Greek yogurt, granola, sliced almonds & assorted seasonal berries

GF BUILD-YOUR-OWN PARFAIT/OATMEAL BAR | 14

Vanilla Greek yogurt with granola, sliced almonds & assorted seasonal berries. Hot oatmeal with cinnamon, dried fruits & brown sugar

LOADED BISCUITS & GRAVY | 20

Scrambled eggs, sausage links & fresh-baked buttery biscuits with house-made country gravy. Served with bacon bits, shredded cheddar cheese & green onions

UNIVERSITY INN SPECIALTY BREAKFAST | 22

Chef made-to-order omelets with spinach, mushrooms, tomatoes, green onions, diced ham, bacon, sausage and shredded cheeses. Served with pancakes, Yukon grilled potatoes & fresh fruit display. Includes maple syrup & butter

+\$50 Chef Attendant

SUNRISE BREAKFAST | 19

Choice of: hardwood smoked bacon or sausage links. Served with scrambled eggs, Yukon grilled potatoes, classic French toast with maple syrup & butter and a fresh fruit display

GLUTEN FREE: GF

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PLATED HOT LUNCHES

includes freshly brewed coffee & hot tea

GRILLED CHICKEN

CALIFORNIA CLUB | 15

Grilled chicken breast, cheddar, bacon, avocado, iceberg lettuce, tomato & mayo on a toasted Kaiser bun. Served with a side of French fries.

1516 BURGER | 17

Half pound Angus beef patty on a toasted brioche bun with garlic dill pickles, sweet onions, sliced tomato & Seasons' aioli. Served with a side of French fries.

Add cheese, mushrooms or bacon | 1.50

Substitute Beyond burger patty | 2

PRIME RIB AU JUS | 18

Tender sliced beef with Provolone cheese, horseradish aioli & caramelized onions. Served on a toasted hoagie bun with a side of French fries.

SMOKED CHICKEN PENNE | 18

House-smoked chicken with garlic, onions, sliced Portobello mushrooms, simmered in a white cheddar cheese sauce. Topped with toasted garlic crostini.

COUGAR GOLD MAC & CHEESE | 19

Local WSU Cougar Gold cheese sauce, tossed with Cavatappi pasta, crispy breaded chicken & served with toasted garlic crostini.

LIGHT SALMON PICCATA | 21

Local WSU Cougar Gold cheese sauce, tossed with Cavatappi pasta, crispy breaded chicken & served with toasted garlic crostini.

VEGETARIAN STIRY FRY | 15

Grilled tofu, with red bell peppers, sugar snap peas, bok choy, garlic & fresh ginger, tossed with rice noodles, house teriyaki sauce. Served in a won-ton bowl.

BACON WRAPPED MEATLOAF | 22

House-made meatloaf, served with whipped Yukon gold potatoes, seasonal vegetables, red wine gravy & onions rings. Served with a fresh baked roll & butter.

PLATED SALADS & BOXED LUNCHES

includes freshly brewed coffee & hot tea

CLASSIC CHICKEN CAESAR SALAD | 13

Chopped romaine lettuce tossed with seasoned croutons, shredded Parmesan cheese & our classic house-made Caesar dressing. Topped with grilled breast of chicken. Served with fresh baked roll & butter.

GF SPRING CHICKEN SALAD | 15

Organic spring greens with grilled chicken breast, raisins, candied walnuts, matchstick apples, Gorgonzola, & finished with our citrus vinaigrette. Served with fresh baked roll & butter.

GF MAIFUN SALAD | 17

Shredded iceberg & Napa cabbage, bay shrimp, marinated chicken, cilantro, pepperoncini, red bell peppers and our house-made Maifun dressing topped with crispy rice noodles. Served with fresh baked roll & butter.

GF WINE MAKERS PEAR SALAD | 16

Arcadian greens, tart red cherries, candied pecans, shaved prosciutto, crumbled blue cheese, diced red onions and matchstick pears. Tossed in our house made red wine Roquefort vinaigrette, topped with a grilled chicken breast. Served with a fresh baked roll & butter.

ALL INCLUSIVE BOXED GRAB & GO OPTIONS | 16

Choice of turkey, ham, roast beef, or veggie with cheese, lettuce, tomato & red onion
Boxed with a piece of fruit, bag of chips, fresh baked cookie & bottle water

OR

Choice of crispy or grilled chicken, with lettuce, tomato, cheese, bacon and cup of ranch.
Boxed with a piece of whole fruit, bag of chips, fresh baked cookie & bottled water.

GLUTEN FREE: GF

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LUNCH BUFFETS

includes freshly brewed coffee & hot tea
BUFFETS REQUIRE 15 PERSON MINIMUM

IDAHO BAKED POTATO & CHILI BAR | 20

Large Idaho baked potatoes with butter, sour cream, shredded cheddar cheese, green onions, bacon crumbles. Served with house-made chili. Includes mixed green salad, assorted dressings and fresh baked rolls & butter.

CHEF'S SOUP & SALAD BAR | 16

Chef's Soup of the Day (extra charge for multiple soups)

Spring greens, chopped Romaine, shredded carrots, diced cucumber, grape tomatoes, black olives, Parmesan, shredded cheddar cheese, diced chicken, bacon, croutons, assorted dressings, Chef's choice pasta salad, pea salad and fresh baked rolls & butter.

BUILD-YOUR-OWN BURGER BAR | 19/24

Served with hamburger patties, buns, lettuce, tomato, onion, pickles, condiments and assorted cheeses.

Accompanied with potato wedges, mixed green salad, assorted dressings and macaroni salad.

ADD: Bratwurst, sauerkraut, whole grain mustard & buns | 5

DELI MEAT & CHEESE SANDWICH BAR | 21/26

Sliced turkey, roast beef and ham with cheddar, Swiss, Provolone, and Pepper Jack cheeses, assorted breads & condiments. Served with Chef's Soup of the Day, potato chips, and potato salad.

ADD: Fresh avocado, fruit display, chipotle aioli, pesto mayo, sun-dried tomato aioli, crispy bacon & fresh croissants | 5

BBQ PULLED PORK BUFFET | 22

Tender pulled pork with toasted Kaiser buns, sliced cheddar cheese, coleslaw, BBQ sauce, pickled vegetables, BBQ baked beans, potato wedges and mixed green salad with assorted dressings.

BUILD-YOUR-OWN TACO BAR | 26

Your choice of traditional seasoned ground beef, strips of chicken, or grilled beef strips. Served with grilled onions & peppers, shredded cheddar cheese, lettuce, refried beans, diced tomatoes, green onions, sliced black olives, corn & flour tortillas, house-made salsa, sour cream and tortilla chips.

MEDITERRANEAN CHICKEN BUFFET | 25

Grilled chicken breast topped with a balsamic reduction, with a combination of rice, caramelized onions, mushrooms, garlic and garbanzo beans. Served with a side of feta cheese, mixed green salad with assorted dressings.

BAKED MAC & CHEESE BUFFET | 24

Baked macaroni and cheese, potato wedges, Tuscan fried chicken, Chef's choice pasta salad, mixed green salad & assorted dressings, fresh baked rolls & butter.

ITALIAN BUFFET | 25

Boneless, skinless chicken breast encrusted with Parmesan cheese, served with penne pasta, marinara & alfredo sauces. Served with seasonal vegetables, mixed green salad with assorted dressings and garlic bread.

SMOKEHOUSE BUFFET | 30

Huckleberry chicken breast, huckleberry ribs, chipotle & huckleberry BBQ sauces, macaroni salad and potato wedges. Served with grilled corn on the cob, mixed green salad with assorted dressings, and cornbread with honey butter.

ASK OUR CATERING TEAM

ABOUT OUR PIZZA BUFFETS

GLUTEN FREE: GF

LOCALLY INSPIRED ♻️

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PLATED PROTEINS

includes freshly brewed coffee & hot tea

SIDES (PLEASE SELECT ONLY ONE)

Yukon Gold Mashed Potatoes
Roasted Rosemary Red Potatoes
Wild Rice Pilaf

ENTREES INCLUDE:

Mixed Green Salad with Assorted Dressings
Chef's Seasonal Vegetables
Fresh Baked Rolls & Butter

CHICKEN CORDON BLEU | 28

6 oz. chicken breast, wrapped in smoked ham, oven roasted & finished with a rich blue cheese sauce & Gorgonzola crumbles

PARMESAN CRUSTED CHICKEN | 28

*Boneless breast of chicken encrusted with Parmesan cheese & Italian pan-roasted herbs.
Choice of: creamy pesto **OR** an artichoke and mushroom sauce*

ROASTED CHICKEN CAPRESE | 28

*Balsamic-marinated grilled chicken breast, fresh mozzarella cheese and Roma tomato.
Topped with fresh pesto cream sauce and balsamic syrup.*

GF CHICKEN COEUR D'ALENE | 30

French-cut chicken breast, stuffed with St. Maries wild rice pilaf mixed with dried raisins & toasted walnuts, oven roasted & finished with a huckleberry demi-glace.

BACON WRAPPED PORK LOIN | 26

*Topped with caramelized onions and mushrooms.
Finished with a rich cabernet demi-glace.*

BEEF BOURGUIGNON POT ROAST | 29

*Red wine braised pot roast, served with a rich
demi-glace topped with puff pastry*

GF 10 OZ. NY STRIPLOIN | 30

GF 8 OZ. BASEBALL CUT SIRLOIN | 30

GF SLOW-ROASTED PRIME RIB*

Served with our burgundy au jus & horseradish sauce.

(Minimum order: 20 people)

If ordered for over 40 people, \$50 charge will be added for chef attendant at carving station to preserve quality of entrée.

MAKE IT SURF & TURF!

Shrimp Skewer | 3

***ADD PRIME RIB CARVING STATION | 50**

GLUTEN FREE: GF

LOCALLY INSPIRED ♻️

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PLATED SEAFOOD VEGETARIAN & VEGAN

includes freshly brewed coffee & hot tea

ENTREES INCLUDE:

Mixed Green Salad with Assorted Dressings
Fresh Baked Rolls & Butter

TIGER PRAWN SCAMPI | 22

Prawns sauteed with onions, garlic, capers, and tomatoes in a white wine-lemon butter sauce. Served over angel hair pasta with a side of seasonal vegetables

SEAFOOD ALFREDO | 24

Shrimp, scallops, Alaskan cod & clams simmered in our chardonnay cream sauce with fresh basil & sun-dried tomatoes on a bed of fettuccine. Served with garlic crostini instead of rolls & butter.

PARMESAN SWAI | 23

Swai breaded with Romano & panko breadcrumbs, baked golden brown and topped with a pesto hollandaise sauce. Served with garlic green beans and rosemary red potatoes.

GF PLANKED SALMON OSCAR | 32

Pacific salmon roasted on a cedar plank, topped with deep sea red crab meat, asparagus tips & hollandaise sauce. Served with rosemary red potatoes and garlic green beans.

ROASTED SALMON FLOERENTINE | 29

Roasted pacific salmon, with wilted spinach, ricotta cheese and breadcrumbs. Finished with a lemon cream sauce. **ADD CRAB | 3**

VEGETABLE PESTO PASTA | 16

Steamed seasonal vegetables, Chef's choice pasta, tossed with a basil pesto cream sauce, topped with Parmesan cheese. (GF pasta available upon request)

TOMATO BASIL CAPELLINI | 17

Ripe Roma tomatoes, fresh basil, garlic and light vegetable broth. Made with capellini pasta. (GF pasta available upon request)

GF GRILLED VEGETABLE GRATIN | 16

Zucchini, yellow squash, eggplant, tomatoes & roasted garlic topped with fresh mozzarella.

EGGPLANT CAPRESE | 15

Breaded eggplant Parmesan, stacked with fresh mozzarella and basil. Finished with tomato sauce and balsamic greens.

GNOCCHI STUFFED BELL PEPPERS | 19

Potato dumplings with our house chardonnay cream sauce, sun-dried tomatoes, mozzarella and Parmesan cheeses, baked inside a bell pepper.

GF PORTOBELLO NAPOLEON | 17

Portobello mushrooms stacked with wilted spinach, grilled eggplant, roasted bell peppers and rich goat cheese with a red pepper coulis over polenta.

GF LENTIL SALAD | 16

 Served with grilled & chilled tofu, peppers & curry vinaigrette.

GF TOFU STIR FRY | 16

Gluten-free teriyaki marinated tofu sautéed with vegetables and served with jasmine rice.

PNW LENTIL LASAGNA | 16

 House-made lentil lasagna with Missoula lasagna sheets and ricotta cheese. Served with a side of seasonal vegetables and garlic crostini.

GF BEYOND LASAGNA BOLGNESE | 20

Made with our Vegan Beyond Burger, layered with vegan cheese, veggie pasta sheets, marinara sauce and oven roasted.

GLUTEN FREE: GF

LOCALLY INSPIRED 

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DINNER BUFFETS

includes freshly brewed coffee & hot tea

SIDES (PLEASE SELECT ONLY ONE)

Yukon Gold Mashed Potatoes
Roasted Rosemary Red Potatoes
Wild Rice Pilaf

BUFFETS INCLUDE:

Mixed Green Salad with Assorted Dressings
Chef's Seasonal Vegetables
Fresh Baked Rolls & Butter

THE PALOUSE | 32

Your choice of two of the following entrees:

Sirloin Roast with Au Jus
Huckleberry Grilled Chicken Breast
Parmesan Seared Swai
Grilled Portobello Napoleon

THE PACIFIC NORTHWEST | 42

Your choice of two of the following entrees:

Slow-Roasted Prime Rib with Horseradish & Au Jus*
Cedar Planked Salmon Oscar
Chicken Coeur d'Alene
Pacific Northwest Lentil Lasagna

ITALIAN DINNER BUFFET | 28

Your choice of our house-made 5-layered lasagna OR Palouse lentil lasagna
Partnered with Chicken parmesan, Caesar Salad, Chef's choice pasta noodles,
vegetables sautéed in basil pesto & garlic bread instead of rolls & butter.
Does not include above side or salad options.

IDAHO BUFFET | 34

Tender sliced beef brisket and our mesquite chicken breast.
Served with a side of huckleberry & chipotle barbecue sauces.

BARBECUE BUFFET | 35

Santa Maria tri-tip grilled & smoked and huckleberry chicken
breast, accompanied with a mixed green salad and assorted
dressings, ruby red potato salad, garlic green beans and
cornbread with honey butter in place of rolls & butter
Does not include above side or salad options.

*** ADD PRIME RIB PERSONAL CARVING STATION | 50**

GLUTEN FREE: GF

LOCALLY INSPIRED ♻️

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BAR SELECTIONS

There is a \$275 minimum sales per bar with liquor | Two hour minimum.

There is a \$175 minimum sales per bar with beer & wine only | Two hour minimum.

Each additional hour is \$150 added to minimum sales.

WELL DRINKS | 6

PREMIUM BRANDS | 7

SUPER PREMIUM BRANDS (TOP SHELF) | 8

HOUSE WINE BY THE GLASS | 6

Cabernet Sauvignon

Merlot

Chardonnay

Pinot Grigio

White Zinfandel

ROTATING PREMIUM WINES | \$\$

HOUSE CHAMPAGNE | 12 per bottle

DOMESTIC BEER | 5

Budweiser

Bud Light

Coors Banquet

Coors Light

CRAFT BEER | 6

*Rotating selection of assorted local
& regional craft beers*

Corona

Blue Moon

Alaskan Amber

Total Domination IPA

White Claw Seltzers

Angry Orchard Hard Cider

HUNGA DUNGA VARIETIES (\$8)

DOMESTIC BEER KEG | 375

CRAFT BEER KEG | \$\$\$



We work with
local & regional
vendors to
provide the best
options for
your event.
If you would like
to special order a
preferred drink,
please contact us
for availability &
pricing.

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SERVICES & RENTAL OPTIONS

Equipment charged per day

AUDIO/VISUAL/LIVESTREAM

4K Camera - Live Stream Package\$300

Package includes 4K Camera, (1) LCD Projector & (1) Screen
& Laptop; does **not** include AV expert, *see prices below

*price may increase depending on amount of AV assistance
needed, discuss with catering team

4,000 Lumens Wireless WXGA 3LCD Short Throw Laser Projector\$200
& 12 x 12 Screen

12 x 12 Screen Only \$60

Split Projector Connection\$35
+ 15 per additional projector

Laptop Computer \$65

Standard Wired Microphone (wired or gooseneck) \$25

Wireless Microphone (hand-held or lapel) \$65

Television on Cart with HDMI Cord\$35

Polycom Speakerphone\$50

Maui Speaker Tower \$250

Flip Chart w/ Markers\$35

White Board w/ Markers\$35

Hook-Up Own Projector \$25

House Audio - Hook up Own Equipment \$45

Slide Advancer \$15

Extension Cord & Power Strip \$5

***Dedicated AV Expert (in-room)..... \$75 per hour/
2 hour minimum**

All audio-visual equipment must be reserved at least
two weeks prior to the date of the function

LIGHTING/LINENS/TENTS

Up Lights (ask about color options)..... \$15 / each

Edison Bulb String Lights \$45 /each

10'X'20 White Pop Up Canopy \$65 /each

House Linen & Napkins No Charge

Custom Napkin/Linens Prices will vary

8' X 20' Black Pipe & Drape \$50 for every 20'

Dance Floor\$350
price may vary on size

Wireless Internet & Telephone Services

Complimentary wireless high-speed internet service is available
throughout our hotel & conference center.

Hardwired internet access ports are also available in ten of our convention center rooms.

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FOOD & BEVERAGE POLICIES

• EXCLUSIVE CATERER:

The University Inn is proud to be the exclusive provider of all food & beverage services at the Best Western Plus University Inn. No outside food, beverage, or alcohol may be brought into our event facilities. Exceptions are made for custom wedding and party cakes. We are confident our Chef prepared meals will provide an exceptional culinary experience for you & your guests. We strive to exceed your expectations & make the event planning process simple, easy & worry free for you.

• FOOD & BEVERAGE PRICING:

Menu pricing may be subject to change without notice due to the fluctuating market prices. We reserve the right to make comparable product substitutions when necessary

• ADDITIONAL FEES:

All house linen colors, tables, chairs, plates, flatware & service equipment are included at no additional charge. Any specialty linen, décor, or equipment requests will be arranged per event & fees will be discussed on a case-by-case basis.

• MENU SELECTION:

In order to ensure proper planning of your event, menu selections are due 10 business days in advance, along with preliminary estimated attendance. For groups over 50, menu selections are limited to two entrees per served meal, plus a vegan / vegetarian option. An exact count is required for each plated selection. If two plated entrees are chosen, the higher price will be charged per plate. All buffets require a 15 person minimum.

• SERVICE CHARGE & TAX:

The University Inn will add a 20% service charge plus current Idaho state sales tax, to applicable food & beverage, rental, or service related charges.

• PAYMENT & GUARANTEED ATTENDANCE:

Pre-payment or billing details, plus final guaranteed attendance are due five business days prior to the start of the first scheduled event. Any group paying with a credit card with payment over \$5,000, is subject to a 3% surcharge. If a customer fails to notify of the guaranteed attendance within the time required, the most current estimate given on the banquet event order will be used as the guaranteed number. The University Inn will prepare 5% above the guaranteed number to cover overruns. Should the attendance of the event exceed the guaranteed number, substitution menu items may be used & the additional meals provided will be charged at the same price per person / per item, plus service charges & sales tax.

• WEDDING DEPOSITS:

A \$600.00 deposit is required for all wedding ceremony and reception reservations. This deposit is non-refundable and non-transferable in dates. The full deposit amount will be credited toward the final bill for the event.

• ROOM RENTAL FEES:

Meeting and meal space are assigned based on the type of set up and number of people in attendance. Meeting room charges may be waived providing meeting and meal functions are consistent with the contracted agenda and 90% of the meeting participants attend group meal functions. Unless otherwise agreed upon, all catered food and non-alcoholic beverages will be deducted from the room rental minimum.

• CANCELLATION & CHANGES:

Specific cancellation policies may be stated in event contracts and will supersede this policy. Groups cancelling or making changes within 48 hours of the event are financially responsible for all contracted charges for labor, food & beverages. Groups making changes to the contracted set up on the day of the event may be subject to a reset fee of \$75- \$300.

• DAMAGE & CLEANING FEES:

Any damage done to the facility is the responsibility of the group. An additional cleaning fee of \$600 or more will occur if glitter and/or confetti are released in the event center. The Best Western reserves the right to shut down the event at any time. We are not responsible for any lost, stolen, or damaged items.

• BUFFET & EXCESS FOOD:

To ensure food quality the food cannot be on the buffet table for more than two hours. State & local health guidelines dictate that food items provided by the University Inn must be consumed during the specific event & may not be taken off property. To minimize potential waste, we work closely with event planners to determine proper quantities of food to prepare.

• BAR SERVICES:

No outside alcohol is allowed in the University Inn event facilities and all guests consuming alcohol must have 21+ identification. For hosted & no-host bars, Idaho state law requires that wine, beer & spirits be purchased through approved vendors. The standard host or no-host bar ratio is one bar per 75-100 guests. The number of bars will be determined by the final guarantee & event flow. If the number of bars requested exceeds our standard ratio, additional labor charges may be assessed.

• COURTYARD USE:

For events booked in the courtyard, the back up space will be utilized if the forecast has an expected to be temperature of 85* or more, 65* or less, wind speeds of 10 mph or more, or rain chance of 20% or more. Decisions to move the event into the backup space will be made no less than 24 hours in advance. Hotel guests have access to courtyard area & it is not able to be booked as a private space.

• OFFSITE & DELIVERY CATERING:

Delivery available in Moscow city limits \$25. Outside Moscow city limits charged at \$1/mile rate. For staffed off-site catering or equipment rental pricing, please contact the catering department for details. Food consumed outside of the facility is done so at the consumer's own risk. It is deemed unsafe by the USDA to ingest food that has been at room temperature for two hours or more.

• SORORITY & FRATERNITY SECURITY:

All sorority and fraternity events where alcohol is served are financially responsible for security services which will be contracted out by the hotel.

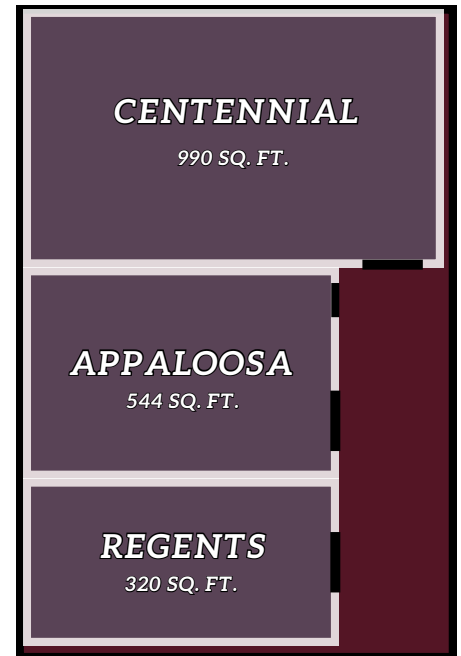
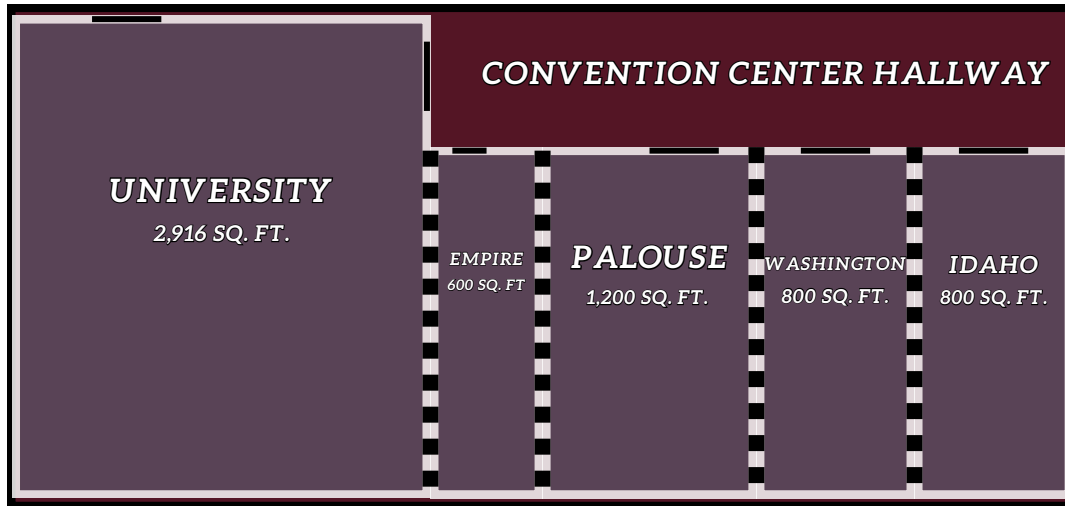
CUSTOMER SIGNATURE:

DATE:

HOTEL MEETING & EVENT SPACES

SCHEDULE YOUR MEETING AT THE UNIVERSITY INN HOTEL & CONFERENCE CENTER

THE UNIVERSITY INN OFFERS OVER 12,000 SQUARE FEET OF MEETING AND CONVENTION SPACE



- Full Service Conference Center
- 173 Guest Rooms & Suites
- Complimentary Hot Guest Breakfast
- Seasons Public House - Food & Spirits
- High-Speed Wireless Internet
- Indoor Pool & Hot Tub
- Fitness Center
- Adjacent To the University of Idaho
- Minutes from Washington State University
- Free Shuttle to Moscow/Pullman Airport & Universities

ROOM	SIZE	SQ. FT.	DINING (8/9)	THEATER	CLASSROOM
UNIVERSITY	54 X 54	2,916	160/180	230	120
EMPIRE	15 X 40	600	32/36	60	20
PALOUSE	30 X 40	1,200	72/85	120	60
WASHINGTON	20 X 40	800	48/54	80	40
IDAHO	20 X 40	800	48/54	80	40
SILVER	35 X 67	2,345	128/144	200	96
GOLD	23 X 40	920	40/45	56	36
CENTENNIAL	33 X 30	990	48/54	104	48
APPALOOSA	32 X 17	544	32/36	56	24
REGENTS	20 X 16	320	--	--	--
LATAH	19 X 26	494	--	--	--



HOTEL MAP

