



Best Western PLUS.

CATERING MENU

University Inn

HOTEL & CONFERENCE CENTER

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CUSTOMIZE YOUR EXPERIENCE

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 x322

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
fresh fruit display
muffins
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 each

ALLERGY FRIENDLY OPTIONS AVAILABLE

SNACKS, SWEETS & AFTERNOON BREAKS

VEGGIE SNACKS | A tray of the freshest vegetables of the season served with ranch dressing & balsamic vinaigrette on the side. | 3 per person
Add our PNW hummus dip for an additional 2

SNACK BAR | An assortment of individual bowls of pretzels, popcorn, chips & bar mix. | 3 per person

TRAIL MIX BAR | Assorted granola, fancy mixed nuts, pretzels & dried fruits. | 5 per person

TILLAMOOK SUNDAE BAR | Two ice cream flavors with all the fixings. | 7 per person

FRESH BAKED COOKIES | 2 per person

CHOCOLATE BROWNIES | 2 per person

VANDAL CANDY BARS | 3 per person

BULK BAR MIX | 1.50 per person

FRESH POPPED POPCORN | 1.50 per person

REFRESHMENTS

A LA CARTE COFFEE STATION

Regular or Decaffeinated served with assorted creamers & sugar packets

Pot - serves six | 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 on the side

Urn - serves thirty-six | 80

ASSORTED HOT TEA | 2 per bag

D.I.Y HOT COCOA | 2 per packet

SPICED CIDER | 2 per packet

ICE COLD DRINKS

Iced tea

Lemonade

Fruit punch

64 oz pitcher - serves six | 15

Dispenser - serves twenty-five | 60

SPARKLING CIDER

750ml bottle | 10

SINGLE-SERVE SODA

Coca Cola products

3 per can

FOUNTAIN SODA

64 oz pitcher - serves six | 12

BOTTLED WATER | 2 per bottle

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 | 60

SELTZER WATER


Assorted flavors

3 per can

RED BULL ENERGY DRINKS

5 per can

Gluten Free: GF

Locally Inspired 

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

If two plated entrées are chosen, the higher price will be charged per plate. Buffets require 15 person minimum.

DESSERTS

Prices are per person.

TIRAMISU | 3.50

STRAWBERRY SHORTCAKE | 3.50

🌿 PACIFIC NORTHWEST LENTIL CARROT CAKE | 3.50

CHOCOLATE MOUSSE | GF | 4.00

CHOCOLATE TORTE | GF | 4.00

CHOCOLATE TIGER CAKE | 3.50

LEMON LECHE CAKE | 3.50

NEW YORK CHEESECAKE | 4.00

Plain, Strawberry, Lemon-drop,
Bananas Foster or Candy Bar

ASSORTED DESSERT BARS | 4.00

7-Layer Bar, Blondie, Loaded Chocolate Brownie,
Summer Berry, Lemon Crumb,
Chocolate Peanut Butter Stack
or Cinnamon Apple Swirl

TILLAMOOK SUNDAE BAR | 7.00

Two ice cream flavors with all the fixings.

VEGAN DESSERTS | 3.50

Fruit Crisp
Seasonal Sorbet
Vegan Chocolate Brownie
Fresh Fruit Cup

HORS D'OEUVRES

Prices are by the dozen. (Minimum order of 3 dozen)

CHILLED

DEVILED EGGS | GF

Traditional favorite with assorted toppers:
olive, bacon & pimento | 16

THAI CUCUMBER CUPS | GF

With chicken, cilantro, lime & a chili sambal sauce
OR carrots, chili, gigner & cilantro with our house-
made teriyaki sauce | 18

🌿 COUGAR GOLD PUFF PASTRIES

Puff pastry layered & rolled with
WSU's Cougar Gold cheese & oven baked. | 21

CRAB & AVOCADO CANAPES

Deep sea red crab, house boursin mousse, avocado, on
toasted lavash, topped with red bell peppers | 29

TORTILLA WRAPPED PINWHEELS

A variety of turkey & beef with cream cheese,
spices & herbs, rolled into flavored tortillas. | 24

SMOKED CHICKEN FILO CUPS

Rich cream cheese, chives
& smoked chicken in a crisp filo cup. | 27

FIRECRACKER PRAWNS & CROSTINI

With three cheese blend, on a toasted baguette
topped with scallions. | 28

GOAT CHEESE & FOCACCIA

Toasted herbed focaccia, creamy chevre cheese,
caramelized onion, sundried tomatoes, fresh basil &
prosciutto ham | 25

HOT

🌿 LENTIL-STUFFED MUSHROOMS | GF

Palouse lentils, onions & Parmesan cheese
baked in a mushroom cap. | 21
Substitute Italian sausage for lentils for an additional | 3

SWEDISH MEATBALLS | GF

In your choice of sour cream demi-glace or
sweet & sour sauce. | 24

🌿 IDAHO POTATO SKINS

Golden crisp with cheddar cheese, bacon bits &
green onion served with sour cream & salsa. | 23

VEGETABLE POT STICKERS

Served with sweet & sour sauce & honey mustard. | 2

GRILLED CHICKEN SATAYS | GF

Grilled chicken on a bamboo skewer, drizzled with
sweet chili sauce, chopped cilantro & sesame seeds.
Served with teriyaki & Thai peanut sauce. | 36

Gluten Free: GF 🌿 Locally Inspired

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A L A C A R T E A P P E T I Z E R S

Priced per person. Minimum order 20 people.

CHIPS & SALSA | GF

Dried California chili peppers blended with tomatoes, onions, garlic, cilantro & lime juice, served with tortilla chips. | 2.75

HEIRLOOM TOMATO BRUSCHETTA

Served on grilled baguette slices with heirloom tomatoes, fresh mozzarella & basil. | 3.25

SEASONAL FRUIT DISPLAY | GF

A selection of our freshest seasonal fruit. | 3.25

A P P E T I Z E R S A M P L E R P A C K A G E S

20 person minimum

SIMPLY DELICIOUS

Fresh Fruit Display
Mediterranean Hummus
Vegetable Crudite
Tortilla Wrapped Pinwheels
13 | per person

A STEP ABOVE

Deli Meat & Cheese Tray
Goat Cheese & Focaccia
Lentil Stuffed Mushrooms
Idaho Potato Skins
Vegetable Pot-stickers
16 | per person

THE GRAND

Spinach Artichoke Dip
Cougar Gold Puff Pastries
Caprese Skewer
Fresh Fruit Display
Firecracker Prawns & Crostini
Grilled Chicken Satays
20 | per person

MEDITERRANEAN VEGETABLE PLATTER | GF

Our selection of grilled vegetables marinated in olive oil, herbs de Provence & garlic served with roasted red pepper dipping sauce. | 3.25

VEGETABLE CRUDITE | GF

The freshest vegetables of the season served with ranch dressing & balsamic vinaigrette. | 2.75

DOMESTIC CHEESE DISPLAY

Chef's assortment of cheddar, provolone, gouda & Jack cheeses with an assortment of crackers. | 3.75

SEVEN LAYER DIP | GF

Refried beans, sliced black olives, diced tomatoes, cheddar cheese, green onions, sour cream & salsa.
Served with tortilla chips. | 3.00

SMOKED SALMON CANAPES

Lox style salmon served with herb cream cheese on sliced baguettes. | 4.25

SUMMER SKEWERS

Fresh melon balls, basil, feta cheese & balsamic drizzle. | 3.50

CAPRESE SKEWERS

Cherry tomatoes, basil, mozzarella & balsamic drizzle. | 3.50

MEDITERRANEAN HUMMUS

Pacific Northwest hummus, accompanied with feta, Kalamata olives, grape tomatoes & marinated artichoke hearts.
Served with garlic crostini. | 3.50


HOT SPINACH ARTICHOKE DIP

Fresh spinach & cream cheese served warm with sliced baguette bread. | 4
Add deep sea crab | 3

DELI MEAT & CHEESE TRAY

Sliced breast of turkey, roast beef & honey ham.
Accompanied by sliced cheddar & Swiss cheeses, condiments & dollar rolls. | 6.50

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PLATED BREAKFAST

includes freshly brewed coffee
& hot tea station

BREAKFAST WRAP | Three scrambled eggs, bacon, green onions & potatoes, house-made salsa & cheddar cheese all rolled in a warm flour tortilla. Served with fresh fruit. | 11

CLASSIC | GF

Choice of: two strips of hardwood smoked bacon or two sausage links, served with two scrambled eggs & sliced Yukon potatoes grilled with onions & peppers. | 12

FRENCH TOAST & SAUSAGE

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 cup. | 13

LOADED BREAKFAST CROISSANT Bacon, scrambled eggs & cheddar cheese on a buttery croissant. Served with a side of breakfast potatoes. | 12

BREAKFAST BUFFETS

includes freshly brewed coffee & hot tea station

HEALTHY START

Full toasting station with assorted bagels, sliced breads & croissants. Featuring Lox smoked salmon, capers, red onion, cream cheese & a fresh fruit display. Served with jams, jellies, honey, butter & yogurts. | 15

B.Y.O PARFAIT & OATMEAL BAR | GF

Vanilla Greek yogurt with granola, sliced almonds & assorted seasonal berry toppings or hot oatmeal with cinnamon, sliced almonds, dried fruits & brown sugar. | 12

UNIVERSITY INN

Chef made-to-order omelets with spinach, mushrooms, tomatoes, green onions, diced ham, bacon, sausage & shredded Jack & cheddar cheeses. Served with pancakes with butter & syrup, Yukon grilled potatoes & a fresh fruit display. | 21
+ 50 Chef Attendant

GEM STATE

Belgian waffles with butter & maple syrup, served with bacon, scrambled eggs & a yogurt parfait bar with vanilla Greek yogurt, granola, sliced almonds & assorted seasonal berries. | 15


LOADED BISCUITS & GRAVY

Scrambled eggs & sausage links served with a side of fresh-baked buttery biscuits, & house-made gravy. Served with bacon bits, shredded cheddar cheese & green onion toppings. | 18

SUNRISE

Choice of: hardwood smoked bacon or sausage. Served with scrambled eggs, Yukon grilled potatoes, classic French toast with butter & syrup, plus a fresh fruit display. | 17

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PLATED HOT LUNCHESES

includes freshly brewed coffee & hot tea station

GRILLED CHICKEN CALIFORNIA CLUB

Grilled chicken breast, cheddar, bacon, avocado, iceberg lettuce, tomato & mayo on a toasted Kaiser bun. Served with a side of French fries. | 16

1516 BURGER

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 fries. | 17
Add Cheese, Mushrooms, or Bacon | 1.50 ea
Substitute Beyond burger patty | 2

PRIME RIB AU JUS

Tender sliced beef with Provolone cheese, horseradish aioli & caramelized onions. Served on a toasted hoagie bun with a side of French fries. | 18

SMOKED CHICKEN PENNE

House-smoked chicken with garlic, onions, sliced Portobello mushroom, simmered in a white cheddar cheese sauce. Topped with toasted garlic crostini in place of rolls & butter. | 18

COUGAR GOLD MAC & CHEESE

Local WSU Cougar Gold cheese sauce, tossed with cavatappi pasta, crispy breaded chicken & served with garlic bread | 18

LIGHT SALMON PICCATA

Grilled salmon, simmered in a light piccata sauce, garlic, onion, capers, lemon & butter, with spring vegetables, served over angel hair pasta with a fresh baked roll & butter on the side. | 20

VEGETARIAN STIR FRY

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. | 15

BACON WRAPPED MEATLOAF

House-made meatloaf, served with whipped Yukon gold potatoes, seasonal vegetables, red wine gravy & onion rings. Served with a fresh baked roll & butter. | 20

PLATED SALADS & BOXED LUNCHESES

includes freshly brewed coffee & hot tea station

CLASSIC CHICKEN CAESAR SALAD

Chopped romaine lettuce tossed with seasoned croûtons, shredded Parmesan cheese & our classic Caesar dressing. Topped with grilled breast of chicken. | 13

SPRING CHICKEN SALAD | GF

Organic spring greens with grilled chicken breast, raisins, candied walnuts, matchstick apples, Gorgonzola, & finished with our citrus vinaigrette. | 16

MAIFUN CHICKEN SALAD | GF

Shredded iceberg & Napa cabbage, bay shrimp, marinated chicken, cilantro, pepperoncini, red bell peppers, our house-made Maifun dressing & topped with crispy rice noodles. | 18

CAPRESE SALAD | GF

Mixed greens tossed in our creamy balsamic dressing, topped with fresh mozzarella, Roma tomatoes, fresh basil & grilled chicken. | 14

ALL INCLUSIVE BOXED GRAB & GO OPTIONS

Choice of turkey, ham, tuna, or veggie with cheese, lettuce, tomato & red onion. Boxed with a piece of whole fruit, bag of chips, fresh baked cookie & bottled water. | 15
(Does not include coffee or tea)

or

Choice of crispy or grilled chicken with lettuce, tomato, cheese, bacon, and ranch (on the side) Boxed with a piece of whole fruit, bag of chips, fresh baked cookie & bottled water. | 15
(Does not include coffee or tea)

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LUNCH BUFFETS

includes freshly brewed coffee & hot tea station

BAKED POTATO & CHILI BAR | 18

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

SOUP & SALAD BAR | 17

Chef's soup of the day.

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

BUILD-YOUR-OWN BURGER BAR | 18

Served with buns, hamburger patties, lettuce, tomato, onion, pickles and condiments and assorted cheeses. Accompanied by roasted red potatoes, a mixed green salad & assorted dressings and macaroni salad.

Add: Bratwurst, sauer-kraut, whole grain mustard and buns | 5

DELI MEAT & CHEESE SANDWICH BAR | 21

Sliced turkey, beef & ham with cheddar, Swiss & Provolone cheeses & assorted breads & condiments.

Served with soup, chips & potato salad.

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

BBQ PULLED PORK BUFFET | 24

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.

TACO OR FAJITAS BAR | 26

Your choice of either grilled beef strips, traditional seasoned beef or chicken. 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 & tortilla chips.

MEDITERRANEAN CHICKEN BUFFET | 24

Chicken and rice with caramelized onions, mushrooms, garlic, garbanzo beans, topped with a balsamic reduction, served with a side of feta cheese, garlic green beans, mixed green salad & assorted dressing with fresh baked rolls and butter.

BAKED MAC & CHEESE BUFFET | 23

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


ITALIAN BUFFET | 23

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

SMOKEHOUSE BUFFET | 29

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

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PLATED DINNER PROTEINS

includes freshly brewed coffee & hot tea station

SIDES (PLEASE SELECT ONE)

Yukon Gold Mashed Potatoes

Rosemary Red Potatoes

or Wild Rice Pilaf

served with mixed green salad & assorted dressing,
fresh baked rolls & butter & chef's choice vegetables

CHICKEN CORDON BLEU | 28

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

PARMESAN CRUSTED CHICKEN | 28

Boneless breast of chicken encrusted with grated Parmesan cheese & Italian pan-roasted herbs.
Choice of creamy pesto or an artichoke & mushroom sauce.

ROASTED CHICKEN CAPRESE | 28

Basalamic-marinated grilled chicken breast, fresh mozzarella cheese, Roma tomato, topped with fresh pesto cream sauce and balsamic syrup.

CHICKEN COEUR D'ALENE • GF | 29

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

BACON WRAPPED PORK LOIN | 26

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

BEEF BOURGUIGNON POT ROAST | 29

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

8-OZ FLAT IRON • GF | 32

BASEBALL CUT SIRLOIN • GF | 28


8-ounce center cut char-grilled top sirloin.

SLOW-ROASTED PRIME RIB • GF | 30

Served with our burgundy au jus & horseradish sauce.

(Minimum order: 20 people)

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PLATED SEAFOOD VEGAN & VEGETARIAN DINNER

includes freshly brewed coffee & hot tea station

ENTREES : served with mixed green salad & assorted dressing & fresh baked rolls & butter

TIGER PRAWN SCAMPI

Prawns sautéed with onions, garlic, capers & tomatoes in a white wine-lemon butter sauce. Served over angel hair pasta with a side of seasonal vegetables & garlic crostini. | 20

SEAFOOD ALFREDO

Shrimp, scallops, Alaskan cod & clams simmered in our chardonnay cream sauce with fresh basil & sun-dried tomatoes on fettuccine noodles. Served with garlic toast instead of rolls & butter. | 24

PARMESAN HALIBUT

Halibut breaded with Romano & panko breadcrumbs, baked golden brown and topped with a pesto hollandaise sauce. Served with garlic green beans and rosemary red potatoes. | 34

PLANKED SALMON OSCAR | GF

Pacific salmon roasted on a cedar plank, topped with deep sea red crab meat, asparagus tips & hollandaise sauce with choice of roasted red potatoes, Yukon mashed potatoes or rice pilaf. Served with a side of seasonal vegetables. | 32

ROASTED SALMON FLORENTINE

Roasted pacific salmon, with wilted spinach, ricotta cheese and breadcrumbs. Finished with a lemon cream sauce. | 29

VEGETABLE PESTO PASTA

Steamed seasonal vegetables & penne pasta tossed with a basil pesto cream sauce, topped with Parmesan cheese. | 16
(Gluten free pasta available.)

TOMATO BASIL CAPPELLINI | GF

Ripe Roma tomatoes, fresh basil, garlic, light vegetable broth. Made with zucchini pasta strings. | 17

GRILLED VEGETABLE GRATIN | GF
Zucchini, yellow squash, eggplant, tomatoes & roasted garlic topped with fresh mozzarella. | 16

EGGPLANT CAPRESE
Breaded eggplant Parmesan, stacked with fresh mozzarella & basil and finished with tomato sauce & balsamic greens. | 15

GNOCCHI STUFFED BELL PEPPERS
Potato dumplings with our house chardonnay cream sauce, sun-dried tomatoes, mozzarella & Parmesan cheeses, baked inside a bell pepper. | 19

PORTOBELLO NAPOLEON | GF
Portobello mushrooms stacked with wilted spinach, grilled eggplant, roasted bell peppers & rich goat cheese with red pepper coulis over polenta. | 17

LENTIL SALAD | GF
Served with grilled & chilled tofu, peppers & curry vinaigrette. | 16

TOFU STIR FRY | GF
Gluten-free teriyaki marinated tofu sautéed with vegetables & served with jasmine rice. | 16

BEYOND LASAGNA BOLOGNESE | GF
Made with our Vegan Beyond Burger, layered with vegan cheese, veggie pasta sheets, marinara sauce & oven roasted. | 20

PACIFIC NORTHWEST LENTIL LASAGNA
House-made lentil lasagna with Missoula lasagna sheets & ricotta cheese. Served with a side of seasonal vegetables. | 16

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DINNER BUFFET

includes freshly brewed coffee & hot tea station

SIDES (SELECT ONE)

Yukon Gold Mashed Potatoes
Rosemary Red Potatoes
or Wild Rice Pilaf

served with mixed green salad & assorted dressing,
fresh baked rolls & butter & chef's choice vegetables

THE PALOUSE | 32

Your choice of two of the following entrées:

Sirloin Roast with Au Jus
Huckleberry Grilled Chicken Breast
Parmesan Seared West Coast Snapper
Grilled Portobello Napoleon

PACIFIC NORTHWEST | 42

Your choice of two of the following entrées:

Prime Rib with horseradish & au jus
Cedar Planked Salmon Oscar
Roasted Chicken Caprese
Pacific Northwest Lentil Lasagna

ITALIAN DINNER BUFFET | 28

Your choice of our house-made 5-layered lasagna or Palouse lentil lasagna
Chicken Parmesan, Caesar salad, vegetables sautéed in basil pesto & garlic bread in place of rolls &
butter.

Does not include above side or salad options.

IDAHO BUFFET | 30

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

BARBECUE BUFFET | 32

Santa Maria tri-tip grilled & smoked with a smoked paprika, garlic, salt & pepper rub,
huckleberry chicken, accompanied with a mixed green salad, ruby red potato salad,
garlic green beans & corn bread with honey butter in place of rolls & butter.

Does not include above side or salad options.

ASIAN DINNER BUFFET | 32

Choice of Caramel Cashew chicken or Sweet & Sour Tempura chicken.
Wok fried rice, stir fry vegetables, choice of eggs rolls or potstickers,
mandarin Napa salad with toasted almonds & red wine vinaigrette.

Does not include above side or salad options.

ADD: BBQ Pork | 4

ADD: Salt & Pepper Prawns | 9

ADD A PRIME RIB OR SIRLOIN ROAST PERSONAL CARVING STATION | \$50

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BAR SELECTIONS

All bar stations require one attendant per 75-100 guests.
There is a \$250 minimum sales per bar with liquor
& \$150 minimum sales per bar with beer & wine only
Two hour minimum.

WELL DRINKS | 6

PREMIUM BRANDS | 7

TOP SHELF | 8

HOUSE WINE BY THE GLASS | 6

Cabernet
Merlot
Chardonnay
Pinot Grigio
White Zinfandel

ROTATING PREMIUM WINES BY THE GLASS | \$\$

HOUSE CHAMPAGNE | 12 per bottle

DOMESTIC BEER | 5

Budweiser
Bud Light
Coors Original
Coors Light

CRAFT BEER | 6

Rotating selection of assorted
local & regional craft beers
Corona
Blue Moon
Alaskan Amber
White Claw
Hard Cider


DOMESTIC BEER KEGS | 375

CRAFT BEER KEGS | 500

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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S E R V I C E S & R E N T A L O P T I O N S

AUDIO / VISUAL / LIVESTREAM

Equipment charged per day

LCD Projector & Screen	\$ 160
4k Camera Live Stream Package	\$ 250
Laptop Computer	\$ 50
Flip Chart	\$ 30
White Board	\$ 30
Standard Microphone (podium, wired or table-top)	\$ 10
Wireless Microphone (hand-held or lapel)	\$ 50
Television with DVD	\$ 25
Projector Screen Only	\$ 40
Polycom Speaker Phone	\$ 50
Dedicated IT Assistance (IT expert in-room)	\$ 75/hour (1 hour minimum)
Maui Speaker Towers	\$ 200/tower

Additional equipment available upon request.

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

LIGHTING

Equipment charged per day

Up Lights (Options: red, blue, turquoise, purple, white, green, yellow)	\$ 10 / each
DMX Board (Connects lights to sound system for light show effects)	\$ 100
Edison Bulb String Lights (100' each)	\$ 30 / each

LINEN & TENTS

Equipment charged per day

Black Spandex Chair Covers	\$ 2.50 / each
House Napkin & Linen Colors	No Charge
Custom Napkin Colors	\$ 0.65 / each
8'x20' Black Pipe & Drape	\$ 50
10'x20' White Pop Up Canopy	\$ 50


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.

For use of the polycom speaker phone, a credit card is required for additional charges & long-distance fees that may be incurred.

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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, decor, 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. 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 \$50- \$200.

DAMAGE & CLEANING FEES

Any damage done to the facility is the responsibility of the group. An additional cleaning fee of \$500 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

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

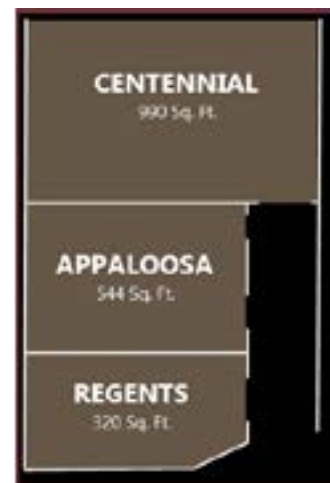
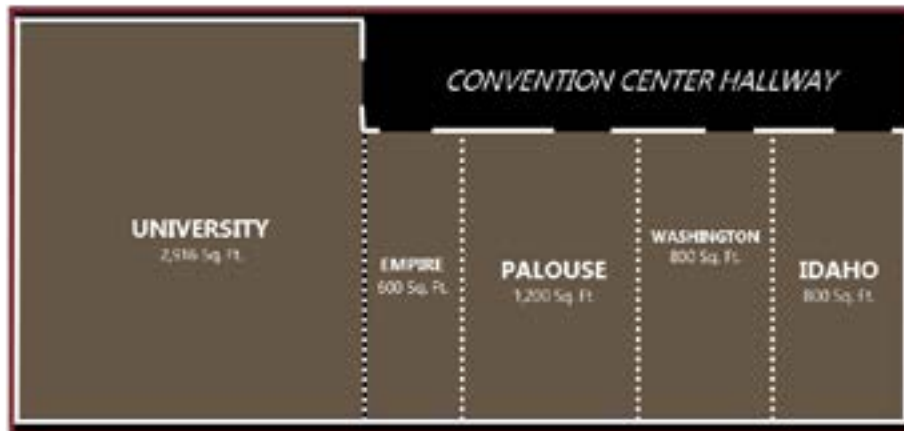
Delivery available in Moscow city limits \$25. Outside Moscow city limits charged at \$1/mile rate. For staffed off-site catering or equipment rental pricing, please contact the catering department for details. Food consumed outside of the facility is done so at the consumer's own risk. It is deemed 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.

HOTEL MEETING & EVENT SPACES

SCHEDULE YOUR MEETING AT THE UNIVERSITY INN HOTEL & CONFERENCE CENTER
 UNIVERSITY INN OFFERS OVER 12,000 SQUARE FEET OF MEETING AND CONVENTION SPACE.



ROOM	SIZE	SQ. FT	CLASSROOM (W/TABLES)	THEATRE (CHAIRS)	DINING (BRKS OF 8 / 9)
UNIVERSITY	54 X 54	2916	120	230	160 / 180
EMPIRE	15 X 40	600	20	60	32 / 36
PALOUSE	30 X 40	1200	60	120	72 / 81
WASHINGTON	20 X 40	800	40	80	48 / 54
IDAHO	20 X 40	800	40	80	48 / 54
GOLD	23 X 40	920	36	56	40 / 45
SILVER	35 X 67	2345	96	200	128 / 144
CENTENNIAL	33 X 30	990	48	104	48 / 54
APPALOOSA	32 X 17	544	24	56	32 / 36
REGENTS	20 X 16	320	—	—	12
LATAH	19 X 26	494	—	—	20

- Full Service Conference Center (up to 500 attendees)
- 173 Guest Rooms & Suites (Microwave & Refrigerators in every room)
- Complimentary Hot Breakfast
- Seasons Public House—Food, Spirits & Wine
- Wireless Internet Throughout
- Indoor Pool, Sauna and Hot Tub
- Fitness Center
- Adjacent to the University of Idaho
- Minutes from WSU
- Free Shuttle to Pullman/Moscow Airport & Universities



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H O T E L M A P

