



## OFF SITE CATERING POLICIES

Side 1

The following guidelines and policies will assist you in planning your event. Please read these carefully and contact the University Catering Manager, Rod McRae, at 715.232.3463 with any questions or concerns prior to your special event.

### MENU PLANNING & ORDERING DETAILS

1. The client will meet with the University Catering Manager at least four weeks prior to the scheduled event to discuss menu and dining service details.
2. Buffets and other special menus require a minimum number of people.
3. A service time of day must be set up for the catered items/meal four weeks prior to the event. If client requests a delay in a service on event day the quality of the food may be impacted and a late service change may be applied.
4. Prices listed on menus are subject to change without notice, however, a client's prices quoted in writing more than 60 days prior to a confirmed event will be held at the quoted price.
5. We plan your events so that there will be minimum food left. For health and safety reasons, no food or beverages (carry-ins) are permitted from outside vendors with the exception of special event cakes. No food or beverage may leave the premises. Buffet meals will be maintained for no longer than 1 1/2 hours unless arrangements are made in advance. No leftover food can be taken after event.

### COUNTS & DUE DATES

1. An attendance estimate must be given at least four weeks prior to the event date. Any time that there is a substantial change (+/- 20%) in the count (increase or decrease), the Catering Manager should be notified immediately.
2. University Catering must have a guaranteed number of persons attending the event at least three working days prior to the date of the function (some menu items require more than a three-day notice).
3. University Catering prepares food, and sets the dining room, for the guaranteed number. If University Catering receives no number guarantee, the last estimate given will be used as the guaranteed number. If the actual guest count exceeds the guaranteed number, every effort will be made to accommodate the additional guests. A service charge may be assessed for additional guests after the three-day guarantee period.
4. Charges for cancellations will be left to the discretion of University Catering. Any costs incurred as a result of preparation will be charged to the client.

### BILLING & PAYMENT

1. The client is financially responsible for the guaranteed number or the actual number served, whichever is greater. Charges will be invoiced following the event.
2. State and local sales taxes will be added to all appropriate items. Payment is due upon receipt of the bill. On past due billings of 30 days, a 1.5% per month interest charge will be added.
3. A catering deposit equal to 50% of the estimated total bill may be required four weeks prior to the event. Deposits will be credited to the final invoice. Additional charges incurred during the event will be reflected on the final invoice. For questions about this policy, contact the Catering Manager if the event is being held off the campus.
4. Customers external to the university who utilize University Catering would be subject to a 10% service charge applied to the total of their catering charges for food, beverage and host bar sales. External customers include any client not paying for the event with university funds. University Catering excludes cafeteria-style meals served for camps and conferences. If a client had both cafeteria and catered meals/services, only those charges outside the cafeteria-style meals would have the service charge applied.

### LINEN SERVICE

University Catering Service will provide linen tablecloths and table skirting for guest seating upon request.

### FEES

- Linen Service is \$1.00 per person. (includes linen table cloth and linen dinner napkin)
- Skirting a table is \$10.00 per table.
- Skirting for staging is \$10.00 per skirt. Tablecloth per table is \$4.00 per table
- China Appetizer Fee \$1.00 per person
- China Dinner Fee \$2.00 per person

Contact the Catering Manager with any special requests or questions. Charges for setup, linen, and skirting will be added to the final invoice.

Service staff rate is \$18.00 per hour and the hours billed is determined by the staff that we take with us to set-up for the dinner and you would also be billed for the number of hours that they staff is working for the dinner and clean-up. (outside MSC or Commons)

Delivery Fee of \$20.00 and within 5 miles.

Typically we deliver up to 25 miles depending on menu. Mileage cost may apply at \$1.00/mile outside of 5 miles from campus. Ask for details.



## CATERING POLICIES

Side 2

### SPECIAL DIETARY ACCOMMODATIONS FOR CATERED EVENTS

University Catering is committed to meeting the needs of guests who have special dietary restrictions (such as a food allergy or intolerance) and recognizes that many of our guests may also adhere to a vegetarian, vegan or other health care diet.

Please be aware that University Catering handles and prepares eggs, milk, wheat, shellfish, fish, soy, peanut, tree nut products, and other potential allergens in our kitchens. In most instances, University Catering managers are able to safely and reasonably guide the organizer of your event; making menu selections which can accommodate their guests. In most instances, food allergies and intolerances can be self-managed at events, however, it should be noted that:

- University Catering will assume no liability for any adverse reactions that may occur in our dining facilities.
- Our menu items may contain allergens, may have come in contact with items containing allergens, and there is always a risk of cross contamination in food handling.
- There is a potential that food manufacturers may change their formulation or manner of processing without our knowledge.
- With advance notice, we can generally accommodate guests who must avoid the most common food allergens, as well as gluten.
- Our staff may not be able to accommodate individual dietary preferences the day of the event.
- We do not label all allergens at catered functions.
- We are unable to accommodate for therapeutic diets (e.g. diabetic diet, cardiac diet, renal diet, etc.).

Should you have any questions, please contact a manager to assist you.

### ALCOHOL GUIDELINES (Alcohol Served on Campus Only)

University Catering is only authorized to serve alcoholic beverages on campus.