

Planning Your Event

We pride ourselves in being able to meet everyone's catering needs. The following steps will help you through the process of organizing your special function.

Arranging and Reserving a Date

Even if the date of the event is only tentative, please make arrangements with the catering department so that we can at least get you on our records. All other information such as location, number of guests, time of function, and menu selection, need to be decided at least ten business days before the function. You may contact the catering department at (703) 993-3302. Making reservations early can prevent incurring unnecessary late costs.

Reserving the Room

On campus or off, the location needs to be reserved before we deliver. Events Management can reserve rooms in Student Union Buildings One and Two and in the Johnson Center. Table, chairs and other equipment needs to be arranged by you contacting Events Management Office at (703) 993-2853. If your event is to take place at another location please contact that building supervisor. When reserving the time please allow three hours for setup and one hour for cleanup. Requests for room setups including tables for the food should be made at this time.

Contact the Catering Office

At least ten days before your event, contact the catering office at (703) 993-3302 or stop by the catering office located on the first floor of the Johnson Center. Some arrangements can be made by the phone, others require an appointment with the Catering Sales Manager. The office hours are Monday through Friday 8:30am to 4:30pm. Our fax number is (703) 993-3327.

After we have finalized all the details of your special event, you will receive an event order form to confirm with a signature. **Please carefully review all information on this event order for accuracy and completeness before signing.** The contract, food and beverage form and attendees list must be returned to us three business days in advance.

Changes / Guarantees / Cancellations

All cancellations and / or changes referring to the menu, count, and event arrangements must be confirmed three business days prior to the event. Functions cancelled with less than 3 working days notice will incur a charge. If the University is closed due to inclement weather, all catering events will be automatically canceled. Any event that is not cancelled within this period will result in a 50% payment. If you do not contact us with a final count within three business days prior to the event, we will prepare for the estimated number and charge accordingly.

Operations

Services and prices are for normal business days in accordance with the University calendar. Events scheduled on University holidays, Sunday's or shut down periods will incur an additional \$100.00 labor charge.

Payment

All catered functions must have a secured payment before they occur. University Funds, Checks, Visa, MasterCard or American Express are all valid payment methods. University groups are required to have the food and beverage form signed and attendee's list three days in advance. Non-University related groups are required to make a deposit of 75% one-week prior with the balance due at the conclusion of the event. Non-University groups are subject to 18% service charge and sales tax for all food events.

Minimum Charges

There will be a minimum charge of \$25.00 for beverage orders and \$50.00 for food orders, not including the delivery fees. Arrangements for orders less than the minimum amount can be made if they are picked up during office hours.

Service Upgrade

Our catering department provides high quality plastic products as our standard, unless otherwise requested. If china service is desired, there will be an additional \$2.50 per person for full service meal, \$1.50 per person for breaks and receptions and \$1.00 per person for bar service.

Linen

As a standard, we provide tablecloths and table skirting for all food and beverage tables. Linen for guest tables is included only with full service meals of breakfast, lunch, dinner and buffets. If you would like linen to be placed on guest tables for receptions, breaks and boxed lunches there will be a \$6.00 fee for each table cloth and \$22.00 for each cloth and skirt. The same applies to registration tables, nametags, head tables and any additional table that will not be directly used for setup.

Attendants

To ensure that your event is a success, catering staff will be provided for all served meals and buffets during the first two hours of service. If additional time is needed, a fee of \$25.00 per hour per attendant will be applied. Attendants are not included for receptions and breaks. We recommend that you have one attendant for every 75 guests at \$25.00 an hour (minimum of four hours).

Late Charges

A late charge of \$25.00 will be assessed for every event booked with less than 72 hours notice. Any change made once the event has been confirmed, less than 72 hours will be charged \$25.00.

Catering Equipment

As the host of the catering event, you are responsible for the equipment we have provided for the service of your catered event. Any missing or damaged catering equipment or supplies will be charged to your account at replacement costs.

Floral Charges

We will be happy to order, receive and handle specific floral and decorative requests for an additional fee determined in accordance with your specific needs.

Food Safety

Due to food safety liability, guests may not remove food from the function site.