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# COLLEGE CATERING GUIDELINES

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## CONTACT

To place an order for a catered event, please contact the college catering office at 775-673-7050. Personal appointments may be made at your convenience. We are happy to provide guidance in all aspects of planning your event. When available, please provide us with your agenda.

## ORDERING

All catering must be secured with a purchase card number or DPO at time of initial contact with the catering department/Café office. The event order will not go into production until this is complete.

While we may be able to accommodate your needs with less lead time, we prefer the opportunity to do our best for you. Orders for refreshments should be placed five (5) working days in advance of the function. Orders for meals and receptions should be placed ten (10) working days in advance. Events for more than 100 persons will require at least ten (10) working days advance notice. If we can accommodate orders with less advance notice, we are happy to do so. However, any event that is arranged with less than 48 hours advance notice is subject to a \$25 service charge. We ask that you finalize all menus no later than five (5) working days in advance. There is a minimum food order of \$75 for all deliveries. Orders placed for less than \$75 will be available for pick up only, or billed at the minimum amount.

## PAYMENT

Payment in full is due at the time of delivery unless prior arrangements have been made. Credit Card is preferred but a signed DPO for the full amount can be used.

## TABLE SET UP AND ROOM DÉCOR

It is your responsibility to make arrangements for the unlocking of buildings and rooms and for the setup and removal of tables and chairs. Please ensure all the tables and chairs are in place with ample time for our service staff. The number and size of the tables and chairs you need is determined by the type of event you are having. Please let us know if you have any questions regarding whom to contract or what your event may require. We are happy to arrange for any special decorations/flowers etc. upon your request for an appropriate fee. There will be a \$25 service charge added to your bill if the catering staff has to place tables.

Please check with your site contact to ensure the proper number of trash receptacles are set up and removed. With five (5) working days advance notice, the scheduling services office (775-674-7664) is able to order delivery and pick up of extra trash receptacles.

We will supply linens and skirting (where possible) for any tables used for the display of food and beverages. If additional linens or table skirting is needed, we are happy to provide it for an appropriate fee. Please see rental fees on the last page of this guide.

## DELIVERY

There is no delivery charge for catering at TMCC; however, we can only provide catering on the main Dandini Campus. For catering to other TMCC locations, please call Silver Blue Catering at 775-682-8950. If they are unable to assist you, another caterer may be used, so long as it is not for delivery to the Dandini Campus.

## **SPECIAL NOTICE TO COLLEGE GROUPS**

College groups need to observe the following guidelines when booking events with College Catering:

- Please have a signed purchase order prior to your event.
- Include all service charge amounts as well as delivery fees in the dollar amount submitted for approval.
- Account must be a "host account."
- An authorized signature is required.

## **BILLING**

You will receive billing information upon your first contact with campus catering. All catering must be secured with a department Purchase Card or DPO at time of ordering.

## **CANCELLATION**

We understand that situations arise which may require you to cancel your event. For this reason, cancellations may be made up to three (3) working days before your event at no charge. Cancellations after this time will be billed in full.

## **SERVICE FEES**

Standard service time is two (2) hours. If you require an attendant(s), this should be addressed at the time of booking. Catering personnel are \$25 per hour, with a two hour minimum.

## **WINE, BEER AND SPIRITS**

The president's permission must first be obtained before alcohol may be served on campus. The Board of Regents Handbook, Title 4 (*Codification of Board Policy Statements*), Chapter 1 (*General Policy Statements*), Section 10 (*Alcoholic Beverage Policy*) requires presidential permission to serve alcohol when student groups are involved. The Handbook can be found online at: <http://system.nevada.edu/Nshe/index.cfm/administration/board-of-regents/handbook/>.

## **HEALTH AND LIABILITY**

The health and safety of our guests are our primary concerns. While we procure the finest quality ingredients and practice safe food handling techniques, there are still factors such as time and temperature that play a crucial role in food safety; therefore, we're sorry but food may not be taken away from the Buffet. We cannot provide containers, bags, wraps, trays or pans.

## **GUARANTEES AND MINIMUMS**

An estimate of the number of guests will be requested while making your initial arrangements; however, we ask that you inform us if the number of guests varies from this initial number by 10% or more during the planning stages. We require that a guarantee number is called in to the catering office three (3) working days prior to your event. If we do not receive a guarantee number, we will set it at the same number that is on the signed contract. We will prepare 5% over the guarantee number for buffet and served meals. You will be charged for your guarantee number or actual number served, whichever is greater. A 16% gratuity will be added to the bill.

## **ALL PRICES ARE SUBJECT TO CHANGE WITHOUT NOTICE.**