



## **College Catering Guidelines**

### **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.

### **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 a \$15 delivery/service charge for all deliveries on campus less than the minimum from the catering menu. It is your responsibility to ensure that your location is unlocked and set up to your specifications to allow for delivery and / or clean up. You are responsible for the safe keeping of all campus catering equipment used on the site. Any equipment lost or damaged will be charged at replacement value on your bill.

### **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 dept. 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 are subject to costs incurred and may be charged the full contracted price.

## **Service Fees**

Standard service time is two hours, any additional time needed due to programs or ceremonies will be charged at \$17 per hour per attendant. If additional time or attendants are desired, attendants are available at \$17 per hour per attendant.

## **Wine, Beer and Spirits**

The president's permission must first be obtained before alcohol may be served on campus. The BOR Manual Title 4, Chapter 1, Section 10 requires presidential permission to serve alcohol when student groups are involved. [http://system.nevada.edu/Board-of-R/Handbook/Title-4/T4-CH01.doc\\_cvt.htm](http://system.nevada.edu/Board-of-R/Handbook/Title-4/T4-CH01.doc_cvt.htm)

## **Health and Liability**

Food items that are not consumed remain the property of campus catering due to health and liability reasons.

## **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 into 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.

## **All prices are subject to change without notice.**

All catering functions are subject to 16% service charge and taxes when applicable.