

POLICIES



'09-'10

Catering Services

Policies

SYRACUSE UNIVERSITY

Planning Your Event

To ensure availability of menu items and staffing, Catering Services **requires a minimum advance notice of ten (10) business days**. Requests received after this may be subject to additional labor charges, limited availability of menu items, or pick-up service only. **Thirty (30) business days notice is required for all events at which alcohol will be served. Please see complete University Alcohol Policy on page 3.**

Catering arrangements can be made through the following sales offices:

Campus Catering	443-3605
Goldstein Alumni and Faculty Center	443-3102
Schine Catering	443-1632
Carrier Dome Catering	443-4244

Menu, Contract, and Billing

Final menu selection is due five (5) business days prior to your event for served luncheon or dinner; buffets, and reception service. **Three (3) business days' notice is required for continental breakfast and beverage deliveries, and cold lunch buffet selections.** We cannot guarantee availability of all menu items without appropriate notice. Additional charges for labor and services may apply for events on weekends or holidays. Syracuse University registered student groups will receive a 25% discount on delivery and basic reception service. Discount does not apply to staffed events. A contract will be generated and serves as confirmation of your event. Review the event details and return the signed contract to the appropriate catering office.

Billing

An Interdepartmental Order (I.D.) or payment in full is required in advance of your event. We do not accept credit cards.

Guarantee

We require a final guest count three (3) working days before the event, unless the menu requires otherwise. You will be billed for your final guarantee

or actual attendance, whichever is greater. If a guarantee is not provided, your last estimate becomes your guarantee. The guarantee may not be decreased day of event.

Cancellations

There is no charge for cancellations made at least three (3) working days prior to the event. Cancellations made without three (3) working days notice are subject to charges for food and labor costs incurred.

Event Staffing

Service staff needs for your event will be determined by Catering Services based on menu, service style, group size, and venue. Our service staff rate is \$11 per hour, with a minimum of four (4) hours. We estimate that set-up and breakdown will be two (2) hours each. Staffing charges will be waived for served dinners with more than 100 guests.

Removal of Food

Due to health code regulations and catering industry standards, all leftover food remains the property of SUFS and may not be removed from the event. When appropriate, SUFS makes every effort to donate usable product to a local food bank.

Self Catering/Pick-up Service

Pastries, sandwich, and reception platters are a few of the items we offer for self-catering service. This service offers a less expensive alternative to delivery service. You may pick up your order at Campus Catering, 201 Ainsley Drive, the Goldstein Alumni and Faculty Center, or Schine Dining. Self-catering menu and order forms are available online at foodservices.syr.edu/cateringservices.cfm.

The Goldstein Alumni and Faculty Center restaurant also offers pick-up lunch service from 11:30 a.m.-2:30 p.m. View our restaurant menu and monthly specials at foodservices.syr.edu/goldstein.cfm.

Alcohol Policy

Syracuse University Catering Services has primary responsibility for selling and serving alcohol at University events. **Catering Services requires 30 business days notice for all events requiring alcoholic beverage service. This advance notice is required in order to obtain a permit from the NYS Liquor Authority.**

Catering Services is unable to provide alcoholic beverage service without a temporary permit from the NYS Liquor Authority.

In addition to the policies listed below, please view the Syracuse University Policy on Alcohol, Other Drugs, and Tobacco at supolicies.syr.edu/studs/alcohol.htm.

- NYSLA temporary permits are required for all alcoholic beverage service at non-licensed facilities. Alcoholic beverage permit applications must be processed 30 business days prior to the event. The following facilities are licensed: Schine Student Center and the Goldstein Alumni and Faculty Center.
- The service of alcoholic beverages at any given event is subject to approval.
- All orders for alcohol, wine, or beer purchases over \$25 must be placed through Catering Services.
- A bar service fee is assessed to cover the cost of the alcoholic beverage permit and set-up.
 - Full bar fee—\$98
 - Beer and wine fee—\$78
- Sufficient quantities of nonalcoholic beverages (in addition to water) and food must be available and prominently displayed at all times during an event at which alcohol is served. Any alcoholic punch or other alcoholic beverage must be clearly labeled as such.
- All persons who appear under the age of 35 are required to present proof of identification. Catering Services may refuse service to persons without proper identification, or who appear to be intoxicated.

- Public Safety and/or catering personnel must be present at all events where alcohol is served.
- Student organizations requesting alcoholic beverage service must provide a letter from the organization's advisor confirming that 75 percent or more of the attendees are 21 years of age or older.
- Alcohol is served for no more than four (4) hours per event. Service must be discontinued one (1) hour prior to the end of the event.
- Service of donated wine must be approved by the assistant director of catering services. A receipt from the vineyard or wholesaler verifying the donation must be provided. A corkage fee of \$2.80 per bottle will apply. Donated beer is assessed a corkage fee of \$6.75 per case. A fee of \$78 will be assessed to cover the temporary permit application.

Please note: A NYSLA temporary permit is required for the service of donated products.

Campus Catering Policies / Information

Delivery Services

There is a \$13.90 delivery fee for each delivery occurring during normal business hours (Monday – Friday, 7 a.m. until 5 p.m.). The fee is \$28 for deliveries occurring on nights and weekends. Additional delivery fees may be incurred for off-campus events requiring extended travel.

Event Space Access and Arrangements

Campus facilities have different hours of operation. It is the responsibility of the client to ensure the main doors and loading dock are unlocked to allow timely access to the event space. The removal or arrangement of furniture in an event space should be scheduled by the client with Physical Plant or the appropriate zone. Custodial arrangements should be coordinated by the client with the appropriate zone.

Serviceware

- *Standard Service*—Chinet Enviro paper plates, made in the USA from 100 percent post industrial recycled fibers; paper napkins; disposable cups; beverage dispensers; disposable trays; and paper tablecloth—no additional cost per person. Linen tablecloth—\$2.75 each.
- *Classicware Service*—Clear plastic plates and utensils, plastic coffee cups, airpots or beverage dispensers with navy covers, linen cloth for table(s)—\$1.45 per person.
- *Linen and China Service*—China plates, stainless utensils, glassware, linen skirted tables with overlays—\$2.10 per person.
- *Table Linens*
Linen Draped Banquet Table—\$10.50 each
Linen Tablecloth—\$2.75 each
Ivory gold-rimmed china and specialty linens are available upon request for an additional charge.

Table, Chair, and Tent Rental

Catering Services utilizes an outside company for table, chair, and tent rental. The charges incurred for rental delivery will be added to your event invoice. A \$35 delivery/pick-up fee charged by the rental company will apply to all orders.

Use of Non-University Caterers/ Exceptions to University Food Services Policy

All food and beverage services on campus are to be provided by Syracuse University Catering Services in compliance with New York State law, the Onondaga County Health Department, and the Syracuse University Policy on Alcohol, Other Drugs, and Tobacco.

Syracuse University Catering Services may grant exceptions to the above policy in the following instances:

- Religious events, as recognized by the Office of the Dean of Hendricks Chapel
- Events where food is ethnically or otherwise unique and cannot be prepared by Catering Services

Requests for the use of an outside caterer must be presented in writing to Catering Services and the Syracuse University Safety Department **at least three (3) weeks prior** to the date of the event. If approved by both departments, an Onondaga County Health Department (OCHD) licensed food service establishment will be permitted to provide food in accordance with the Syracuse University Safety Department Food Sanitation Procedures and Guidelines. This document can be viewed at the “outside catering” link at safety.syr.edu.

If the request to hire an outside caterer is approved, Catering Services will make arrangements for the food in coordination with the Syracuse University Safety Department. A licensed food service establishment of the sponsor's choice prepares the food, and, for a specified cost, Syracuse University Catering Services assumes responsibility for delivery, holding, and supervision of service at the designated location. Outside catering pick-up/delivery fee is \$65 per location. Service staff fee is \$11 per hour, minimum of four hours. Additional costs will be incurred for the rental of hot boxes, chafers, and service supplies.

Food is served in compliance with the OCHD and the sanitation and safety policies of Syracuse University Food Services and the Syracuse University Safety Department.

Questions concerning the use of outside caterers should be directed to:

Lisa Maffiore
Assistant Director
University Food Services
443-5284
lamaffio@syr.edu

or

The Safety Department
Health and Food Sanitation
John Rossiter/Brian O'Hara
443-3593 or 443-5475



SYRACUSE UNIVERSITY FOOD SERVICES
CATERING DEPARTMENTS

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foodservices.syr.edu/cateringservices.cfm

