

SU CATERING SERVICES POLICIES, PROCEDURES AND ORDERING INFORMATION

Our Catering Department offers a full service custom catering, delivery and pick-up service. We service a wide variety of events across and off-campus, at the Carrier Dome, Schine and Goldstein Student Centers, the Inn Complete and the Goldstein Alumni and Faculty Center.

Our staff works diligently to keep current on what's new and trending in order to deliver a beautifully presented selection of food and beverages to you. Our experienced and talented Catering staff is available to help guide you through the planning of your event. Whether your event is large or small, Catering is here to help you make the most of your budget and provide a memorable event for your guests.

Catering Services Policies

Syracuse University Catering Services has developed the following policies to help ensure your event is successful and memorable.

Planning Your Event: Booking, Contract and Guarantee

University Policy located at:

http://supolicies.syr.edu/studs/events_univ.htm

and

http://supolicies.syr.edu/admin/events_univ.htm

In order to accurately prepare for your event, we ask that you book your event **at least five business days in advance**, including menu and number of guests. A contract will be generated and will serve as confirmation of the event. A final guarantee must be given **three business days before the event**. You will be billed for the final guarantee or actual number of guests, whichever is greater. If we do not receive a guarantee by the deadline, the most current count will become the guarantee. The guarantee may not be decreased on the day of the event. Requests received with less than three business days' notice may be subject to additional labor charges or limited availability of menu items.

Catering and event arrangements can be made through the following Catering Offices:

Campus Catering..... 443-3605

Stadium Catering 443-4244

Goldstein Alumni and Faculty Center..... 443-3102

Billing

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

Cancellations

An event may be cancelled with no charge up to three business days prior to the event. Cancellations made with less than three business days' notice may be subjected to charges based on costs incurred.

Liability and Safety

In accordance with NY State and Onondaga County Health Departments, all leftover food remains the property of Syracuse University Food Services and may not be removed from an event.

Catering Exceptions/Use of Off-Campus Caterers

<http://supolicies.syr.edu/admin/catering.htm>

All food and beverage services on campus must be provided by Syracuse University Catering Services in compliance with Syracuse University Policy on Food Service, Catering at the link above.

Additional costs will be incurred for the rental of hot boxes, chafers and serviceware.

Alcohol Policy

University Policy located at:

http://supolicies.syr.edu/fac_teach/alcohol.htm

Thirty business days' notice is required for all events at which alcohol will be served.

Syracuse University Catering Services has primary responsibility for selling and serving alcohol at events. The NY State Liquor Authority requires a Caterer's (temporary alcohol) permit for all non-licensed facilities for every event on campus in which alcohol is being served. Without this permit alcohol cannot be served. The only licensed facilities on campus are: the Schine Student Center, the Goldstein Alumni and Faculty Center, the Inn Complete and the Carrier Dome.

A bar service fee is assessed to cover the cost of the NYSLA Caterer's permit, bartender, and set-up.

Full Bar - \$108.00

Beer and Wine - \$87.00

Alcohol is served for no more than four hours per event. Service must be discontinued one hour prior to the end of the event.

Student organizations requesting that alcohol be served at their event must provide a letter from the organization's advisor confirming that seventy five percent or more of the attendees are twenty one years of age or older. Catering Services requires proof of age from any persons appearing under the age of thirty five.

Donated beer or wine is permitted with the approval of the Assistant Director of Food Service, Catering. A receipt from the Vineyard or Wholesaler verifying donation must be provided. A corkage fee of \$3.25 per bottle of wine and \$8.50 per case of beer applies. A NYSLA Caterer's permit is also required for the service of donated product.

Event Staffing

Service staff needs for your event will be determined by Catering Services based on the menu, service style, group size, and venue. Our service staff rate is \$13.50 per hour, for a minimum of four hours.

Event Space Access and Arrangements

University Policy located at:

http://supolicies.syr.edu/studs/events_univ.htm

and

http://supolicies.syr.edu/admin/events_univ.htm

It is the responsibility of the customer 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 customer with Physical Plant. Custodial arrangements should also be made by the customer with Physical Plant.

Delivery

Campus Catering will assess a \$15.25 delivery fee for deliveries occurring between 7:00 am - 5:00 pm, Monday through Friday. A delivery fee of \$32.00 will be assessed for deliveries after hours and on weekends. Additional delivery fees may be incurred for off-campus events requiring extended travel. Delivery fees will be waived for events over \$1,000.00.

Serviceware

Catering Services offers three types of serviceware:

Standard Service - Chinet Enviro paper products at no additional cost

Classicware Service - Clear plastic serviceware products - \$1.60 per person

Linen and China - White china, silverware and linens - \$2.25 per person

Table Linens - draped table \$11.75 per table/tablecloth \$2.95 each

Goldstein Alumni and Faculty Center uses only china. There will not be a serviceware fee charge unless the facility is closed.

Specialty linen and china are available upon request for an additional charge.

Table, Chair, and Tent Rentals

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 \$36.00 delivery/pick-up fee charged by the rental company will apply to all orders.

Self-Catering/Pick up Service

<http://foodservices.syr.edu>

Catering Services offers a self-catering alternative to our full service catering with our self-catering menu. The self-catering menu is located on the Syracuse University Food Services website and features pastries, sandwiches pizza, and reception platters.

Student Groups

Syracuse University registered student groups will receive a twenty five percent discount on catered events that are not staffed. The discount only applies to food and beverages and not other costs associated with the event.

Composting and Sustainability

<http://foodservices.syr.edu/sustainability.cfm>

Catering Services continues to make every effort to use sustainable practices throughout their departments whenever possible. When in season, locally grown fruits and vegetables are used in food preparation. Local bakeries provide a variety of sweets and breads. Compostable or recyclable paper products are used in our deliveries. We compost all food scraps both post and pre-consumer, and we donate leftover foods that meet the Onondaga Health Department criteria to local food banks.

Catering Service Key

- (DO) Drop Off:** Food delivery only. Customer is responsible for set-up and clean-up. No charge.
- (DD) Delivery Disposable:** Food delivery and set-up. Customer is responsible for clean-up. This is not available for hot food. \$15.25.
- (SU) Set-Up:** Food is delivered with set up and pick-up. This is required for hot food. Event will not be staffed. \$35.00 daily Monday-Friday; \$55.00 nights and weekends.
- (ST) Staffed:** Full set-up and clean-up with servers for event. This is required for events with china or bar service. Hourly rate.