



UNIVERSITY CATERING

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catering guide



# welcome



University Catering is pleased to present our Special Event Catering Guide. We offer an outstanding array of food and beverage selections designed to meet the needs of the University community. We provide complete service for events ranging from simple coffee breaks to elegantly served receptions and dinners.

This guide is meant to give you an idea of available services, but our full range of services is not limited to the selections here. Please consult our catering team with any special needs that you may have.

We invite you to use our catering service for your next lunch, dinner, banquet, meeting, party, or social gathering.

We welcome the opportunity to serve you!

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Telephone: (612) 624-7173  
8:00 a.m. to 5:00 p.m.  
Monday through Friday

Fax: (612) 625-0993

Campus Mail: University Catering  
B-41 Coffman Memorial Union

U.S. Mail: University Catering  
Coffman Memorial Union  
300 Washington Avenue SE #B-41

E-Mail: [ucater@umn.edu](mailto:ucater@umn.edu)

Website: [www.umn.edu/dining/catering.html](http://www.umn.edu/dining/catering.html)



# information

## Event Planning

To insure the best possible service, Catering Sales Coordinators are available to assist you with the details of your event including menus, flowers, rentals and linen. Customized menus are available including healthy, vegetarian, vegan, sustainable and seasonal menu offerings. Please contact the Catering Sales Office at least six weeks prior to your event to make arrangements. If your event is occurring in less than five (5) business days, please refer to our Delivery Guide Menu for suggestions. All delivery orders can be placed through our online ordering website, [umn.catertrax.com](http://umn.catertrax.com).

Prices are quoted for a minimum of twenty guests. For smaller groups, contact our Catering Sales Office for pricing at 612-624-7173 between the hours of 8:00 a.m. - 5:00 p.m.

## Hours of Operation

Catering service hours are 6:00 a.m. - 12:00 a.m. Monday - Saturday. Catering service is available on Sunday. Additional fees may apply.

## Service

To ensure the smooth execution of your event, appropriate staffing will be arranged by your Sales Coordinator. An 18% administrative fee (\$55 minimum) will be applied to up to three hours of event service. Administrative fees are billed at \$20 per hour. Extended set-up, break down and additional hours of service are billed at \$20 per hour.



## Equipment

Prices are based on disposable service ware. Upgrade to china service includes complete place setting, linen tablecloths and napkins.

Full China Meal Service: \$3.00/guest

Half China Reception/Bar Service: \$2.00/guest

As a part of our event service all necessary equipment is included. Linen and skirting for buffet tables are provided at no charge. Any items not left in the food service area will be billed at the cost of replacement. Additional linens can be provided with the following charges:

Tablecloths: \$4.00/each

Napkins: \$1.25/each

Skirting: \$35.00/each

Wine Glasses: \$.50/each

Champagne Flutes: \$.50/each

## Perishable Food Policy

For the safety and well being of our clients and guests, perishable food and beverages served on University property are not permitted to leave the premises of a catered event. Health regulations require we return all perishable unused foods and beverages to our facility at the conclusion of the event. When using University Catering, you are not required to obtain a food permit from the Department of Environmental Health & Safety.

## Payment Arrangements

Acceptable forms of payment include credit card or University of Minnesota EFS number. All forms of payment other than EFS require a 50% deposit when the contract is signed, with the remaining balance to be paid the day of the event. Please note, all pricing and availability are subject to change.

# information

## Guarantees & Cancellations

Event preparations are based on the specified number of guests. A guaranteed guest count is to be provided by 1:00 p.m., five (5) business days prior to your function date. If no final count is provided, the count given at the time of contracting will be used as the guarantee. Final billing is based on the guaranteed guest count or the number of guests served, whichever is higher, along with any additional services received at the time of your event. In the case of event cancellation, charges will be based on the following:

<b>Cancellation Fee</b>	<b>Credit Card or EFS Billing</b>
Less Than 1 Day Notice	100%
Less Than 2 Day Notice	75%
Less Than 3 Day Notice	75%
Less Than 4 Day Notice	50%
Less Than 5 Day Notice	25%



Event Start Time / Set Up By:

Meal Begins:

Set Up / Room Available At:

Event Date \_\_\_\_\_

Count \_\_\_\_\_

Name \_\_\_\_\_

Dept. \_\_\_\_\_

Phone Number \_\_\_\_\_

Day of Event Contact \_\_\_\_\_

Fax Number \_\_\_\_\_

Contact Phone \_\_\_\_\_

EFS \_\_\_\_\_

E-Mail \_\_\_\_\_

Building/Room \_\_\_\_\_



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