

Outside Catering Policy

The vendor/organization must provide:

Food:

Purchase and set up of:

- Food
- Condiments
- Serving ware (tongs, spoons, serving bowls/platters etc...)
- Silverware
- Plates/Napkins
- Sternos/chafing dishes
- Tablecloths for food tables
- Tablecloths for dining tables

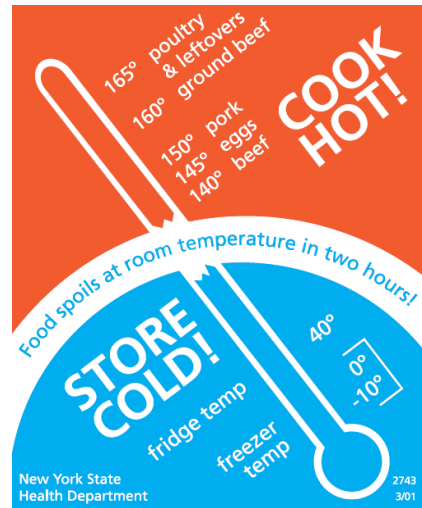
Beverages

Purchase and set up of:

- Soda/Water
- Cups
- Ice
- Container for ice

The vendor/organization must be responsible for

- Set up of food/soda tables
- Serving of food
- Safe storage of hot/cold foods in accordance with local health codes
- Break down of food/soda tables
- Clean up of food/soda tables
- Clean up of the room after the event is over (room must be free from all debris and returned to the original, event ready condition - keep in mind you will need to assign volunteers to clean up duty at the end of the night)



In-house catering is contractually unable to offer any assistance in regard to food/soda that is ordered off campus.

If you have ordered food from the outside and alcohol from our catering office, please be advised that alcohol will not be served until the agreed upon food order is ready to serve.

In addition, the organization is responsible for the submission of bills to Budget Services for payment in accordance with Budget Services Policy.