

Food at Events

Effective Fall 2019

In Student Union Event Services venues, Catering is available through three options: Catering from Event Services, Self-Catering, or Potluck. There are various procedures for each catering options along with associated fees.

By having food at events, the Client agrees to:

- Notify Event Services about catering a minimum of 14 days prior to the event date
- A \$97 administrative fee or a \$97 Catering Documentation Processing fee
- A mandatory Custodial Service order starting at \$97/hour, to clean the venue during or after the event
- Place all the food waste and containers in the provided Event waste bins
- Be in compliance as a Zero-Waste event

Catering from Event Services:

Event Services will provide the following services, but not limited to:

- Discussing catering options with the Client to clarify budget, menu selections, dietary restrictions, etc.
- Act as the primary contact for the caterer to acquire a quote, confirm the catering order, and provide payment
- Apply a \$97 administrative fee to arrange catering
- Custodial Services will be ordered to clean the event space after the reservation. This required service is for all events with food to clean the event space and service the waste bins
- Order additional waste bins from Custodial Services to accommodate the food waste, if necessary depending on the food container(s) and the amount of expected food waste

Self-Catering:

A self-catered event is defined as food and/or beverage arranged directly by the host with a 3rd party provider. In Student Union Event Services venues, the policy includes:

- The Client must provide the following information to Student Union Event Services 7 days prior to the event date:
 - Caterer's contact information: Business Name, Phone Number, Address and Sales Representative
 - Vendor Documentation listed in the Student Union Event Services Reservation Agreement
 - A copy of the catering order confirmation with estimated guest count and catering amounts
- A \$97 Catering Documentation Processing fee is applied



- Food may not be sold to the public or given away free to the public
- Allowed in all venues, except Pauley Ballroom and Kerr Lobby
- Providers must refer to the Special Event Safe Food Handling Practices which can be found on the [Food and Water Safety page](#) of the EH&S website

Student Union Event Services will coordinate the mandatory Custodial Service order and, if needed, additional event waste bins for your reservation (see fee schedule below).

Potluck:

A potluck is defined as an event to which participants bring food to be shared with other participants. In Student Union Event Services venues, the policy includes:

- Provide a list of items brought into the venue to Event Services a minimum of 7 days prior to the event date
- Food may not be sold to the public or given away free to the public
- Allowed in all venues, except for the Pauley Ballroom and Kerr Lobby
- Potlucks in outdoor locations must not be accessible to the public
- A large sign (easily visible) must be posted in the area where the potluck is taking place indicating that it is a “Closed Event” or “Private Event” and not open to the public
- Providers must refer to the Special Event Safe Food Handling Practices which can be found on the [Food and Water Safety page](#) of the EH&S website

Student Union Event Services will coordinate the mandatory Custodial Service order and, if needed, additional event waste bins for your reservation (see fee schedule below).

Additional Costs for Events with Catering Services:

Custodial Service Pricing for Indoor Events:

Required Service	Description	Cost/Hour	Minimum Hours
Post Event – Full Clean-Up	Sweep and/or mop space, clean out trash	\$97.00	1
Additional Services	Description	Cost/Hour	Minimum Hours
Full Service During Event	-Specific & Dedicated Restroom Attendant -Dedicated Event Attendant for trash and portering	\$201.00	2
Specific Location & Time	-Trash pick-up at a specific time(s)	\$97.00	1

The custodial staff will empty the waste bins, restock the restroom(s) and clean any debris found in the event space after the event. Custodial services can be ordered during the event reservation time at an additional cost.



Event Waste Bins for Outdoor Events:

Number of Guests	Additional Bins	During Regular Hours	Outside Regular Hours (Overtime)
1-50	1-4 Bins	\$97.00	\$132
50-100	5-10 Bins	\$198	\$198
100-200	11-20 Bins	\$330	\$330
200+	Consultation Required	Varies	Varies

Regular business hours are Monday-Friday, 6:30am to 3:00pm.

Bins are provided in sets unless specified otherwise. Each set includes 1 compost, 1 recycle, and 1 landfill bin.

