

The background of the entire page is a deep red color with a repeating, intricate pattern of stylized leaves and branches in a slightly darker shade of red. In the upper center, there is a white rectangular box with a gold-colored border. Inside this box, the text "ARIZONA STUDENT UNIONS" is written in a bold, dark red, sans-serif font. Below this text is a thin horizontal gold line. Underneath the line, the words "Catering Events" and "Guidelines" are written in a dark red, cursive script font, stacked on two lines.

ARIZONA STUDENT UNIONS

*Catering Events
Guidelines*

Catering Events

GUIDELINES

1. ROOM RESERVATIONS

Event Booking Timeline and Minimum Guarantee

The Event Planning Office requests a minimum 14 business days' notice when booking any event with food and beverage items. Event requests submitted with fewer than 14 business days' notice are subject to approval. Final guest count is due 5 business days prior to the event date. Pricing is based on the Minimum Guarantee as detailed on page of the Event Contract. Should guest count decrease below the Minimum Guarantee after the contract has been signed and returned, Group will still be charged the revenue based on the Minimum Guarantee.

A. MINIMUMS FOOD REQUIREMENTS

Please note that numerous food items have a required minimum order and/or a required minimum number of days' notice. Additional charges and/or menu revisions may be required if this minimum is not met.

B. MINIMUM GUEST COUNT REQUIREMENTS

In order to facilitate a catering event we must have a guest count of no fewer than 15 guests requiring catering. If that minimum is not met a \$50.00 fee will be added to the event.

C. OUTSIDE SUMC VENUES

Please plan you event timeline with consideration for the set-up/ tear down times of your catering order. If your event is outside of the Student Union Memorial Center, please ensure the room reservation allows for set-up and clean-up times for the Catering Staff. For plated meals please work wiwth your event planner to allow for reserved space in a convenient location to service the meal.

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2. OUTSIDE FOOD AND BEVERAGE WITHIN THE ARIZONA STUDENT UNIONS

Only Student Unions catering locations may be used for catering services within Arizona Student Unions buildings. Student Unions caterers include Arizona Catering Company, Chick-fil-A, Einstein Bros. Bagels, Highland Burrito, On Deck Deli, the Scoop, or any other restaurant located within the Student Unions. A \$100 fee will be charged to events in violation of this policy. For clients requiring Kosher or Halal meals, please contact the Event Planning Office for more details.

3. CATERING CANCELLATION AND FEES

Catering orders cancelled 10 – 5 days prior to the event date will be charged 50% of total food and beverage costs.

Catering orders cancelled 4 – 1 days prior to the event date or the day of the event will be charged 100% of total food and beverage costs.

Should the scheduled start or end time of a function be delayed by more than one hour (60 minutes) without prior notification from the client, an overtime labor charge of \$50.00 per server per hour will be applied to the event.

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3. SERVICE CHARGE

All catering orders are subject to a 15% taxable Service Charge. The current Tucson sales tax is 6.1%.

4. PERISHABLE AND LEFTOVER FOOD

Perishable items may stay out for a maximum of 90 minutes per industry safety guidelines. Any remaining food on a buffet, plated meal, or packaged menu is the property of the Arizona Catering Company and cannot be packaged to go. All leftover food and beverage will be removed by Catering staff at the appropriate time; we do not allow clients to remove any food or beverage after an event.

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A la carte non-perishable items may be kept after the end of an event if arrangements are made with your Event Planner prior to the event date and are noted on the signed contract. Arizona Catering Company does not provide any type of to-go containers and clients are not permitted to remove our equipment from any event (missing equipment will be billed to the client). Which food and beverage items are considered perishable is up to the discretion of Arizona Catering Company.

5. DIETARY RESTRICTIONS

ALL allergy, vegetarian, vegan, gluten sensitive and or special needs requirements MUST be communicated to the Event Planner at least (5) business days prior to the event date. Requests for increases after the count is given will be handled on an individual basis and cannot be guaranteed.

6. ALCOHOL PERMITS

Any event wanting to provide alcohol to guests must complete the Alcohol Permit Application www.union.arizona.edu/alcohol and submit it 3 weeks prior to the event date. For questions regarding the application or policy, please contact **Anthony Clarke (520) 626-214 or email anthonyclarke@email.arizona.edu**

7. BILLING

Student Groups

If paying with a UA ACCESS ACCOUNT NUMBER, payment will be collected after the event via interdepartmental billing, however an account number must be provided at the time of contract.

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Greek Life

All payments must be collected in full at least 3 days prior to the event date.

Departments

If paying with an account number, payment will be collected after the event via interdepartmental billing, however an account number must be provided at the time of contract.

Non-University Clients

A minimum 50% deposit is due with the first signed contract. The remaining balance must be paid in full at least 5 business days prior to the event date.

A. PAYMENT FORMS ACCEPTED

- Credit Card-Visa, MasterCard, and American Express
- Business Check-This will be validated with the holding bank.
- Cashier's Check

8. EVENT PARKING

If your event requires vehicle parking please contact the Coordinator for Parking and Transportation by phone at (520)621-3710. Please contact parking and transportation for more information on garage schedule, parking fees and other available parking locations on campus.

9. EVENT CONDUCT REQUIREMENTS

Client undertakes to conduct the Event in an orderly manner, in full compliance with applicable laws, regulations and University of Arizona, Arizona Student Unions and Arizona Catering Company rules. Client accepts full responsibility for the conduct of all persons in attendance and for any damage done to any part of the University of Arizona, Arizona Student Unions and Arizona Catering Company's premises during any time such premises are under the control

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of Client, or Client's agents, invitee, employees or independent contractors employed by Client. Client hereby indemnifies and holds harmless the University of Arizona, Arizona Student Unions and Arizona Catering Company and each of the foregoing, against any and all claims, liabilities or costs (including reasonable attorney's fees and whether by reasons of personal injury or death or property damage or otherwise) arising out of or connected with the Event or this Agreement, caused or contributed to by the negligence of Client, or any guest, invitee or agent of Client or any independent contractor hired by Client.

_____ (*initial*)

ACCEPTED AND APPROVED BY:

(Group)

BY:

(Authorized Signature)

(Print Name)

(Date)