

Catering Policy

In general, we ask that you provide us with 3-5 days notice before your event so that we can secure everything needed; for all events, please let us know as soon as you do, so that we can add them to our calendars and assist with the planning. We know that our departments sometimes do not find out about an event until the last minute; we will do our best to accommodate all requests, however, we might need to make some substitutions or changes if some items are not available. Our offices are open Monday through Friday from 8:00am to 4:00pm. We are also available to meet with you at your event location, in your office, or wherever may be most convenient.

Guarantees for your Event

To ensure the highest quality and level of service possible, we ask that you provide us with your final, guaranteed guest count 3 business days in advance of your event. This number will be used to determine food, service ware, and staffing for your event, so we ask that you be as accurate as possible. This number will also serve as the minimum amount for billing purposes; in the event you have additional attendees, we will bill based on the actual attendance if that number is greater. We understand that counts can change close to event dates; should your guest count increase after you have provided your guaranteed count, we will make every effort to produce and provide additional portions of the selected menu items. In some cases where short notice is provided, we may need to substitute other appropriate menu items; we will notify you in advance should this situation occur.

Special Services

Please let us know as early as possible if any of your guests require vegetarian meals or alternate meals due to food allergies or dietary restrictions.

The Safety of Our Customers is a Priority

To ensure the quality and safe service of all of our items, we ask that you not remove any unused food portions from your event. Customers or event guests that remove food items from on-site or off-site events are solely responsible for the safe storage and serving practices of such items then on. The Food & Nutrition Services Department will not store any remaining food items to be retrieved by customers at later time and/or date.