

Catering Policies

General Reservation Information

Reservations for space at the Compton Union Building (CUB) are made through the Scheduling Office located in Room 140 on the first floor of the CUB. Office hours are 8:00 am to 5:00 pm, Monday through Friday. All reservations must be confirmed prior to development of menus for banquets and receptions. A set of policies governing building usage at the CUB may be obtained from the Scheduling Office. For assistance in planning events, contact University Catering at scheduling@wsu.edu or 509-335-9444.



World Class. Face to Face.

Prices

All prices are subject to change, based on market and product availability. Prices will be confirmed 60 days prior to the event. Tax (currently 7.8%) will be added to all prices. University Catering does not bill gratuity. If you wish to offer a gratuity after receiving your bill, please enclose a note indicating the amount you are awarding to the wait-staff.

Food service events scheduled in the CUB must be catered by University Catering. For food service outside the CUB, a delivery charge will be quoted with the final food and equipment order. Delivery charges will be assessed based on amount of equipment, complexity of service, distance, and accessibility of the catering site. Delivery charges for on campus events start at \$35. Off-campus delivery charges start at \$60. China service outside the CUB has a surcharge of \$1.99 to \$2.99 per person depending on the amount and type of china and glassware requested. All events catered by University Catering outside the CUB will be priced on an individual basis.

Menu arrangements must be completed 14 days prior to the event. Menu selection may be limited after the 14-day deadline. Final counts for all events are required at least four working days prior to the event.

There are minimum attendance requirements for meals served by University Catering; attendance under these minimums will incur a service labor surcharge. The minimum for served meals is 20; the minimum for buffet meals is 30. Special menus will be priced on an individual basis after the menu has been designed. Split menus are also priced on an individual basis. Please ask the scheduling coordinator for more information. University Catering will prepare 5 percent over the final guaranteed number up to a maximum of 20 extra meals.

A signed confirmation is due to the Scheduling Office at least four days prior to your event. For campus departments, an invoice will

be prepared and sent after your event. Please do not send an IRI until you receive the invoice.

Non-university-sponsored events require a 75 percent advance deposit of the estimated total 14 days prior to the event. Repair costs for any equipment that is damaged by the client or an attendee will be billed on the final invoice. Lost equipment will be billed at replacement cost.

Decorations

University Catering has a limited variety of centerpieces available. You may also choose to bring your own.

Please inform the Scheduling Office of your decorations so we can coordinate set up instructions and linen colors to complement your decoration scheme.

NOTE: In accordance with Washington State Safety Regulations, candles used for decoration (if they are to be lit) must be contained within glass or fireproof enclosures.

Wedding Receptions

University Catering can take care of the details for your wedding reception, whether inside or outside the CUB. We can provide flatware, china, glassware, linen, and wait-staff; we are unable to provide wedding cakes, candles, centerpieces, or decorations. All wedding receptions and dinners will be priced on an individual basis.

All wedding receptions scheduled at the CUB require a 75 percent advance deposit based on the total amount of the bill. The final guarantee and advance deposit for all wedding receptions are required at least 14 days prior to the event.

Service Time

It is our desire to serve you promptly at the hour you select. To ensure the highest possible quality of food and services, your cooperation is greatly appreciated. Additional charges will be assessed for every half hour delay past your designated start or ending times. Please be certain to double check times on your confirmation sheet.

Cancellations

Cancellation must be made at least five days prior to your event. Cancellations or changes made less than five days before your event may incur charges.

Leftover Food

Leftover food items and non-alcoholic beverages remain the property of University Catering, including all food products either plated or served as a buffet, whether served in the CUB or at another location. This is in accordance with federal and state food safety guidelines. Individuals may not leave the premises with food products of any kind without prior approval.

Alcohol Guidelines

Alcohol may be served on campus provided that the event complies with all University policies and state laws. For more information, see the *WSU Executive Policy Manual*.

There are two types of licenses governing the sale and service of alcohol. A Banquet Permit is used for a private event hosted by a specific organization. The event must be by invitation only, and not be open or advertised to the public. A Special Occasion Permit is used when alcohol is sold by the drink.

You are responsible for obtaining the correct permit and must pay any associated license fees. Event planners are encouraged to contact the scheduling coordinator at the earliest possible date (minimum of 60 days) to ensure completion of the permitting process prior to the event. Brochures detailing the permitting process for both types of licenses are available in the Scheduling Office.

All alcoholic service that requires a bartender will be billed at \$19 per hour for each bartender. A three hour minimum charge per bartender is billed based on one hour setup, one hour service, and one hour cleanup. Extended service hours are billed at \$19 per hour, per bartender.

Please inform the scheduling coordinator of the types of spirits you plan to provide so University Catering can provide the appropriate non-alcoholic mixers. Billing arrangements depend on the type of permit obtained and are detailed below. University Catering will provide the following items on all spirit bars:

- Bar or table
- Ice bins for wine and/or beer
- Glassware and cocktail napkins
- Ice
- Coke, Diet Coke, Sprite
- Water, soda water, and tonic water
- Bloody Mary mix
- Grenadine syrup
- Orange juice, grapefruit juice, cranberry juice, tomato juice, and pineapple juice
- Fruit garnishes
- Sweet and sour mix (by request only)

Cash Bars

A Special Occasion Permit is required for events that offer alcoholic beverage sales by the individual drink or glass. You must apply for the permit at least 60 days before your event. This permit is only available to nonprofit organizations registered with the state of Washington. You are responsible for purchasing the alcohol that will be served. University Catering will assist you in developing a list of alcoholic beverages and amounts based on attendance estimates and industry standards.

University Catering will provide a complete bar for the event, except the alcohol. This includes cash banks for making change and glasses for all drinks. University Catering will bill a 99 cent per person charge based on the final event guarantee. All money collected from bar sales, less a 50 cent per drink surcharge, will be applied to the unpaid balance of the catering bill.

Hosted Bars

A Banquet Permit is required for events that provide alcohol to attendees. You must apply for the permit at least 60 days before your event. You are responsible for purchasing the alcohol that will be served. University Catering will assist you in developing a list of alcoholic beverages and amounts based on attendance estimates and industry standards.

University Catering will bill a 99 cent per person charge based on the final event guarantee. Bar setup items (listed previously) will be billed based on actual usage.

Hosted bars serving beer and wine only do not include sodas, juices or garnishes as part of the bar. If you wish to offer a non-alcoholic beverage alternative as part of the bar setup, you must order the items through University Catering as part of the menu development process. Non-alcoholic beverage items will be billed based on consumption by event attendees.

University Catering will bill a corkage fee of 50 cents per person for wine service at meals without bar service.