University of Puget Sound  
Catering Guidelines

Thank you for choosing the University of Puget Sound Dining Services for your upcoming event! We are delighted to present our new catering menu. We offer an outstanding variety of food, beverages, and services to meet the varied needs of the community. From coffee breaks, to business luncheons, to elegant receptions and dinners, we can do it all. We pride ourselves on offering the service and quality of outside caterers. The following guidelines have been developed to facilitate enjoyable and healthful food preparation, service, and consumption. These guidelines apply to all food and beverages prepared, sold, or consumed in or around the Wheelock Student Center. The guidelines are intended to help us make your special event the very best experience possible. If you would like to plan a menu that does not appear in our brochure, we will be happy to design one with you.

ROOM RESERVATION

All room reservations and changes in room setup in the Wheelock Student Center and Trimble Hall must be booked with the WSC Scheduling Office at (253) 879-3236.

CATERING RESERVATIONS

Following a confirmation of available space, you may discuss menu selection and type of service for your function with our Catering Coordinator at (253) 879-3263. When planning your event, keep in mind that larger, more involved events require a lot of planning, staffing, and coordination. Therefore, we ask that all receptions or dinners be scheduled at least 30 days prior to the event. To assure the best service possible and availability of items, please select your menu with the Catering Coordinator no later than two weeks in advance of your event. For refreshment breaks, we ask that your request be scheduled at least 72 hours prior to the event. Break services booked fewer than 48 hours prior to the event must be picked up by a representative of the group booking the event. Please make sure that the function location may be accessed by Dining Services at least 30 minutes prior to the event. All requests for tables needed outside of the Wheelock Student Center can be made through Facilities Services at (253) 879-3713. Barbecue grills must be reserved and a $150.00 deposit paid 72 hours prior to your event. It is important that you check your confirmation to ensure that we agree on all details. If you must book a last minute event, please be advised that menu items and services may be limited or subject to additional charges. Dining Services will continue to accept new orders until we reach our service capacity.
PLEASE PROVIDE US WITH THE FOLLOWING INFORMATION ABOUT YOUR EVENT:

- Title or name of event
- Day and date of your event
- Location
- Contact person information (name, phone number, address)
- Time and length of event (including preferred set up and pick up time)
- Number of guests
- Type of service needed
- Banner budget account number (provide index and account number)

**Note:** Please allow sufficient time for Catering Services personnel to do the event set ups and inform us of a time frame in which the space will be accessible for clean up.

**EQUIPMENT RENTAL AND USAGE**

All groups will be responsible for the reasonable care of equipment being utilized to serve your event. Please do not remove equipment from location set-up. Your account will be charged for any equipment that is damaged or not returned.

If rental items are needed, you will be charged all applicable fees and taxes relating to the rental.

**EVENTS OUTSIDE OF THE WHEELOCK STUDENT CENTER**

All deliveries for events held outside the Wheelock Center are accompanied by disposable service ware unless otherwise requested. A $1.00 per person service charge will be applicable for groups requesting china.

**Guarantee Policy**

A final guarantee of attendance is required by 10:00 a.m. three business days prior to the event. This number is not subject to reduction. You will be billed for the guaranteed number or the actual number of attendees, whichever is higher. Sales tax may be applicable. Dining Services will prepare food for 5% over the guaranteed number. To revise or cancel your reservation, please call the Dining Services Office directly at (253) 879-3263. Cancellations made fewer than 72 hours in advance of the event may result in charges for costs incurred. A minimum $25.00 order for deliveries outside of the Wheelock Student Center is required. Any delivered event under $25 will incur a delivery fee equal to the difference between the event price and $25.

**Wedding receptions must give a guaranteed number and prepay five business days prior to the event.**
Programs

It is our desire to serve you promptly at the hour you select. Normal practice is to seat your group 15 minutes prior to the specified serving time, as this eliminates much confusion and allows our staff to attend to final details without interruption. If the event is delayed for any reason, Dining Services regrettably cannot guarantee the retention of quality when food is held for more than 15 minutes after the scheduled serving time.

If your event includes a speaker, lecturer or program, please inform us so that necessary arrangements can be made. Programs that extend for more than one hour past event time may require additional fees to cover staffing.

Food and Beverage Guidelines

To ensure compliance with health code regulations, all food provided by Dining Services that is not consumed during the event must remain at the event. This is for your protection. This also applies to Kilworth Chapel. For your protection, outside caterers are not allowed. On occasion there may be an event for which we feel we will be unable to meet your needs. This may be because of our business volume on a given day that may not allow us to perform as we should, or you may desire a type of menu that we feel would be better handled by a specialist. In these cases, we will contract a caterer for you. This will protect you, your guests, and the University of Puget Sound. We do not allow food from other sources to be brought into events that we cater.

The Director of Dining Services must review all catered events, including requests for items brought from off campus. A request form may be picked up in the Dining Services office, and must be submitted 15 business days prior to the event. Non-University groups will not be permitted to use “potluck” style or “home prepared” foods. This is to protect the University of Puget Sound from undue liability risk.

All users are required to comply with the regulations of Pierce County Health Department.

Advertising and/or selling foods or beverages in or around the Wheelock Student Center is not permitted. This excludes sale of bakery goods for fundraising purposes by University student groups. See vendors/table reservations below.

Foods from takeout vendors (Individually packaged and prepared for take out such as McDonald’s, Papa John’s etc.) may be purchased off campus and consumed in the Wheelock Student Center by University of Puget Sound groups or individuals as long as food handling requirements are met.
Decoration Guidelines

Dining Services can supply decorations for your catered event. Decorations may be brought in for special events; however, the following and additional restrictions may be applicable:

* Must be discussed and approved by WSC Scheduling Office prior to event
* Must not pose a fire hazard and must be flame-retardant
* Must not be attached to wood, metal, glass, or painted surfaces unless attached with poster putty or removable mounting squares (available at UPS Bookstore)
* Must be removed completely at the end of the event

CANDLES, INCENSE AND OPEN FLAMES ARE PROHIBITED WITHOUT WRITTEN APPROVAL FROM THE WSC SCHEDULING OFFICE (ADDITIONAL COST MAY BE INVOLVED). Votive candles are allowed if covered with a chimney or hurricane holder, tapered candles are prohibited unless covered. Dining Services also can supply decorations for your catered event.

Alcoholic Beverages

Read our [Alcohol Policies](#)

In accordance with the University’s Alcohol Policy, the consumption of alcohol is prohibited in all areas of the Wheelock Student Center unless officially designated as an exception. Application for approval should be made to the Dean of Students’ office 30 business days prior to the event. A banquet permit must be obtained in accordance with state law. A commitment to abide by all other requirements of the University’s Alcohol Policy and Washington State laws is required. Users who wish to provide their own beer, wine, or champagne will be charged a $2.50 per person corkage fee, which includes glassware rental. **Dining Services may require catering staff to serve alcoholic beverages based on the event needs.**

Billing and Payment

Payment may be made through University accounts or by cash or check. An appropriate account number is required at the time of the planning of your event. Outside groups must provide the proper billing information. Group/s may be required to pay 50% or entire estimated charges three business days prior to the event. Additional or remaining charges will be billed following the event and are due within 30 days of invoicing. **Wedding receptions must be prepaid five business days prior to the event.** Please make checks payable to the University of Puget Sound Catering Department.

Please contact the Director of Dining Services at (253) 879-3263 if you have food or beverage questions.
Deliveries Outside the Wheelock Student Center

Dining Services supplies all glassware (or paper products) for events that we cater. All food orders for events outside the Wheelock Student Center will be delivered using paper service. Groups requesting china service with their delivery will be charged a china fee. China delivery to buildings without elevators will be limited to a location accessible by ramp or ground floor entry. Dining Services does not rent equipment or china; this is merely for groups using our services.

<table>
<thead>
<tr>
<th>Number of People</th>
<th>Fee</th>
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<tbody>
<tr>
<td>50 or fewer</td>
<td>$50.00</td>
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<tr>
<td>51 - 125</td>
<td>$125.00</td>
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<tr>
<td>Over 125</td>
<td>$125.00 + $ .50 per person</td>
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Any equipment not returned in satisfactory condition will be charged at cost. All requests for china service are subject to availability, any may involve additional charges.