

Effective January 17, 2017

UMC EVENTS PLANNING & CATERING POLICIES

Thank you for choosing UMC Events Planning & Catering (EP&C). We are here to assist you in planning your successful event. Event planners will help you reserve venues and create menus to satisfy your guest needs. UMC Events Planning & Catering reserves more than 400 venue spaces on campus and represents Campus Dining Services (CDS) for catering requests. The UMC Events Planning & Catering office is truly a ONE-STOP shop!

You can contact UMC Events Planning & Catering in-person, by phone or by email.

Business Hours: Monday – Friday 8:00 a.m. to 4:30 p.m. (academic calendar)
7:30 a.m. to 4:00 p.m. (summer hours)

The office is closed on weekends and follows the campus holiday calendar.

In-person: University Memorial Center (UMC) room 140, down the hall from the Ink Spot

Phone: 303-492-8833

Website: colorado.edu/umc/events

Email: schedule@colorado.edu

All email inquiries will be responded to no later than the next business day.

For all reservation requests, please provide the following information and an event planner can respond to you with the most accurate, up-to-date information.

1. Title of event
2. Type of event (simple delivery, reception, meal)
3. Event date(s) and times (starting and ending)
4. Event location with room and building access information and rain back-up location (if applicable)
5. Expected guest count
6. Method of payment
7. Name and address of department responsible for payment
8. Name, address, phone number and email address of the contact person

ADVANCED PLANNING IS RECOMMENDED

It is never too early to plan your event!

When planning your event, keep in mind that larger, more complex events require a significant amount of planning and coordination from various University departments to ensure success. A full-time event planner will be assigned to these larger events to help you through each step in the planning process.

We recommend that clients place catering orders as early as possible after securing the venue space. For popular campus dates such as graduation events and holiday gatherings, we encourage you to contact us at least six to eight weeks prior to event date.

Please remember to ask your guests/attendees if there are any medically documented food allergens. These needs are best met when this information is provided during the planning process and before the established deadline. Late notice of food allergens decreases our ability to meet your guests' needs.

FINALIZING YOUR EVENT AND ATTENDANCE GUARANTEE

Based on the needs of the event, the planner will determine if staffing is required in order to ensure event success.

Once details of the event have been planned and finalized, a planner will email the client a confirmation of the catering order and EMS venue reservation.

The client should carefully review all documents for accuracy. If questions or concerns arise, the client must immediately contact the event planner to make any needed adjustments within the established deadlines below.

Due Dates for Staffed Events:

11:00 a.m. ten (10) business days (excluding event day) prior to your event:

All event details must be finalized. Event details include expected guest count (see additional information below), final menu selections, start and end time, location, set up needs, event staffing, agenda/run of day, linen ordered, and alcohol inventory (if applicable).

Any revisions to the event details made after the ten (10) business days out deadline will not be guaranteed and a late fee will be assessed. (Charges outlined below.) A revision consists of any event detail changes where an updated catering order must be resent to the client.

11:00 a.m. three (3) business days (excluding event day) prior to your event:

Guaranteed final billed guest count is due. Guest count can increase or decrease by 10% from the expected guest count that was documented ten (10) business days out without penalty. Any changes to the guest count beyond 10% will not be guaranteed. Any decrease in the guest count made after this deadline will not reduce the quoted cost of the event and a late fee will be assessed. (Charges are outlined below.)

If a final guaranteed guest count is not submitted, the original expected guest count will be used for billing purposes.

Due Dates for Deliveries:

11:00 a.m. three (3) business days (excluding event day) prior to your event:

Guaranteed final billed guest count and all event details due. If any changes to the guest count or event details occur after the three (3) business days out deadline, the change will not be guaranteed. Any decrease in the guest count made after this deadline will not reduce the quoted cost of the delivery and a late fee will be assessed. (Charges outlined below.)

If a final guaranteed guest count is not submitted, the original contracted guest count will be used for billing purposes.

Late Fee for New Orders or Revisions to Existing Orders:

A \$50.00 flat fee will be added to any catering orders that are submitted after the established deadlines.

A \$50.00 flat fee will be assessed to catering orders every time a revision to the existing order is needed after the established deadline.

We strive to exceed catering and set-up expectations. While the desire is to fulfill every request, late catering and/or set-up requests may not be able to be filled. If late requests are filled, clients will be asked to select from a limited menu and be flexible on start and end times. In addition, an additional service charge is necessary to cover the expenses of last-minute staffing additions and food purchasing.

PREPARING PAYMENTS

Payment is required by 11:00 a.m. three (3) business days (excluding event day) prior to your event. Our office accepts the following forms of payment:

University clients:

- CU speed types
- CU Interdepartmental Invoice (IN)

Non-University clients:

- Cash
- Check
- MasterCard
- VISA

Please note, non-University clients have different payment parameters, and an event planner with explain these guidelines.

Student Organizations must have payments approved by the Center for Student Involvement office located in UMC room 330. All CUSG-recognized student organizations that utilize the

Center for Student Involvement for their financial transactions receive 13% support on catering orders.

As a courtesy to our University community, UMC Events Planning & Catering does not charge an industry standard service charge, nor is gratuity charged or expected.

CANCELLATIONS

Events cancelled due to Force Majeure or official university closings (i.e. extreme weather conditions), will not incur any charge.

If extreme weather conditions are predicted that may result in the campus closing early, clients will be contacted by phone and/or email by UMC Events Planning & Catering with a deadline to cancel catering without penalty. In the event of a delayed campus opening, service times may be modified by UMC Events Planning & Catering and product availability is subject to change.

The following will be charged 50% of the grand total of the event:

- Staffed events cancelled after 11:00 a.m. ten (10) business days (excluding event day) prior to event
- Deliveries cancelled after 11:00 a.m. three (3) business days (excluding event day) prior to event

All items on the catering order remain the property of Campus Dining Services.

If an event is cancelled prior to the established deadlines, no charges will be incurred by the client.

TYPES OF CATERING SERVICES AND FEES

Staffed Event

To ensure event success, the number of catering staff needed will be determined by the event planner based on the complexity and needs of the event. Staff will deliver and set-up your catering order. This set-up includes a tablecloth for the food items ordered and all appropriate service ware. Staff will replenish food and beverages throughout the event and keep the food buffet tidy and appealing to the guests. Staffing requirements include one-hour prior to the event for set-up and one-hour post-event for tear down.

Fees:

- Chef fee of \$25.00 per chef, per hour (if applicable).
- Staff fee of \$18.00 per staff member, per hour.

Delivery

Campus Dining Services staff will deliver and set-up your catering order. This set-up includes a tablecloth for the food items ordered and all appropriate service ware. The catering staff will return at the designated time to pick-up the remains of the food and all other service utensils.

Fees:

- Complimentary delivery for catering order within the UMC or at any Housing & Dining Services properties.
- Campus delivery service outside of the UMC, but on campus is a \$18.00 flat fee.
- Off-campus delivery for University departments is a \$20.00 flat fee. Mileage fee incurred for more than a five-miles from the UMC.
- Off-campus delivery for non-University clients is \$27.00 each way plus a roundtrip mileage fee, if more than 5 miles from the UMC.

Event Service After Hours Fees

The standard operating hours for all deliveries including set-ups and tear-downs are Monday through Friday from 7:00 a.m. to 9:00 p.m., and Saturday and Sunday from 7:00 a.m. to 6:00 p.m. Delivery services required before or after these standard service times will incur a \$50.00 flat fee to cover the additional labor charge. Clients may incur additional labor fees for events occurring on a University holiday.

Unscheduled returned trips due to late meetings, locked buildings/rooms or any other reason the catering and/or set-up equipment is not able to be set-up or retrieved at the specified times will incur an additional fee. Clients may be asked for cell phone numbers if access to the venue is limited.

Service Ware, Equipment and Linen Fees

Appropriate compostable products are provided to all of catering orders for no charge. The University of Colorado Boulder's student government, the UMC's governing body, encourages the use of re-usable products, depending on guest count and location. These products are available for a nominal labor service fee. Your event planner can discuss the best option for your event and budget.

Basic buffet linen for the food and beverage ordered is included for all types of services. Additional fees may be incurred for linen needed for items such as guest dining tables, overlays, registration and display tables.

If tables for food and beverage are not available at the site, Campus Dining Services can provide a maximum of two (2) tables at \$8.25 per table and \$35.00 set-up charge in addition to the delivery fee. For any tables over two (2), a rental company must be used. The event planner can assist the client in getting this equipment at the site for set-up and tear down. Buildings that do not have elevators will require an additional fee if stairs are required for accessing the event space.

Service Location Preparation and Fees

Since Campus Dining Services staff does not have automatic access to rooms outside of the UMC and Housing & Dining Services properties, the client will need to ensure the facility is ready when the catering staff arrives on site. It is the client's responsibility to have the room ready and building open at least 30 minutes prior to the specified set-up and pick-up times.

Venue Guidelines

The event planner will be happy to advise and arrange for specialty linens, floral arrangements, tents, chairs and tables. If you wish to display any signs or materials, please let the event planner know in advance and we will be happy to assist you.

Please note:

- Use of tape on walls, doors, ceilings, etc. is prohibited.
- Open flames policy varies in each building. Consult event planner for more information.
- No glitter, confetti, or similar materials may be used.
- No objects can be suspended from the ceiling.

If post event cleaning is required, additional charges will be applied. UMC Events Planning & Catering and Campus Dining Services will not assume responsibility for items remaining in the venue after the conclusion of the event.

Room capacities are set by the CU Fire Marshall to ensure the safety and security of our guests and employees. Guest count may not exceed the designated room capacity.

POLICIES

University Alcohol Policy

UMC Events Planning & Catering and Campus Dining Services catering staff strictly enforce all state rules, regulations, liquor laws and University policies in regards to alcohol service, where alcohol is served and when Campus Dining Services is the caterer. Campus Dining Services staff are TIPS-certified bartenders. Any guest who wishes to consume alcohol will be required to present a valid photo ID regardless of age. Campus Dining Services reserves the right to refuse service to anyone who cannot provide a valid photo ID or appears intoxicated.

Clients may offer alcoholic beverages at events in the UMC or at non-licensed CU Boulder campus sites pending completion of the Event with Alcohol Authorization Form within the stated deadlines. The Alcohol Authorization form must be submitted 15 days prior to the event date. See colorado.edu/policies/alcohol-service-campus for more information on alcohol service standards and to contact the Campus Alcohol Agent.

For events on-campus that are located at non-licensed venues, and for events off-campus, all alcohol must be provided by the client. The client must make arrangements to have the alcohol delivered directly to the venue and removed from the venue at the conclusion of the event. The event planner will assist the client in determining the type of bar service needed for your event. Substantial protein-based foods and non-alcoholic beverage options must be served during the time of alcohol service and non-alcoholic drink options must be offered.

Closed Venue Policy

The University Memorial Center and all HDS properties are closed venues to outside food sources and other caterers. All food served in these venues must be arranged through the UMC Events Planning & Catering office. As an option, clients with events in the UMC may choose any of the in-house retail partners: Celestial Seasonings, Jamba Juice, Panda Express, Papa John's, Starbucks or Subway.

Leftover Food Policy

Due to health regulations and for the safety of our guests, food not consumed may not be taken from catered events. All leftover food remains the property of Campus Dining Services, as per the Colorado Department of Public Health. To-go containers are not offered.

Sustainability Policy

The campus is committed to minimizing negative impacts on the environment. As such Campus Dining Services continually investigates into new alternative, eco-friendly and social justice products to offer the clients. The department's production and purchasing staff are leaders in sustainability practices. Cans and bottles from all events are recycled and food is composted when appropriate. Please ask the Event Planners how you can host the highest level eco-friendly event. Please see our web page for specific sustainability information.

Food Sampling

Food sampling provided by non-university vendors at any event has specific regulations. Please contact your event planner for more information.

AFTER HOURS CONTACTS

Campus Dining Services Emergency Phone: 303-591-6349
Scheduling Emergency Phone: 303-492-6161

These policies are subject to change. Please refer to colorado.edu/umc/events for the most current version.