



# Events Planning & Catering

UNIVERSITY OF COLORADO **BOULDER**

Effective July 1, 2021

## **CU EVENTS PLANNING & CATERING POLICIES**

Thank you for choosing CU Events Planning & Catering (EP&C). We are here to assist you in planning your successful event. The CU Events Planning & Catering office is a ONE-STOP shop. Event planners can assist you with reserving more than 400 venue spaces on campus and satisfy the catering needs of any event.

You can contact CU Events Planning & Catering 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)

Phone: 303-492-8833

Website: [colorado.edu/eventsplanning](http://colorado.edu/eventsplanning)

Email: [cueventsplanning@colorado.edu](mailto:cueventsplanning@colorado.edu)

All email and phone 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

## **TYPES OF CATERING SERVICES**

CU Events Planning & Catering has developed a new temporary catering menu to ensure the wellness for our guests and the campus community. At this time, all menu items will be individually pre-packaged and served with appropriate single serve condiments and compostable containers. We will offer a variety of canned beverages along with individually packaged entrees, salads, sandwiches, hors d'oeuvres, snacks and desserts. All individually packaged items will include labeling with the item name along with a list of allergens. Orders will be drop off only with no tablecloths provided to minimize in-person contact. This fall we look to expand our catering menu offerings. At this time all menu items will come individually packaged for drop off only.

Please remember to ask your guests if they have any medically documented food allergies. These needs are best met when this information is provided during the planning process and before the established deadline. Late notice of food allergies decreases our ability to meet your guests' needs. All food may have been manufactured on equipment in a facility that also processed foods containing eggs, fish, gluten, milk, peanuts, shellfish, soy, tree nuts or wheat.

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

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**

Five (5) business days (excluding event day) prior to your event:

**All event details must be finalized.** Event details include 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 five (5) 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.

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 five (5) business days out without penalty. Any changes to the guest count beyond 10% will not be guaranteed.

## **PREPARING PAYMENTS**

Payment is required three (3) business days (excluding event day) prior to your event or your event may be subject to cancellation. CU Events Planning & Catering 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 will 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, CU 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.

When weather provides food safety concerns or possible harm to the staff, CU Events Planning & Catering reserves the right to move the event to an alternate location.

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

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

- Deliveries cancelled after three (3) business days (excluding event day) prior to event

All items on the catering order remain the property of CU Events Planning & Catering.

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

### **Service Location Preparation and Fees**

Staff does not have automatic access to rooms outside of the UMC and Housing and 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 a designated time prior to the start of the event.

### **UMC Venue Guidelines**

If post-event cleaning is required, additional charges will be applied. CU Events Planning & Catering 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**

Staff strictly enforce all state rules, regulations, liquor laws and university policies in regards to alcohol service. Staff are TIPS-certified bartenders. Any guest who wishes to consume alcohol will be required to present a valid photo ID regardless of age. Staff reserve 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 fifteen (15) days prior to the event date.

For on-campus events that are located at non-licensed venues and for off-campus events, the client must provide all alcohol. The client must arrange 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 nonalcoholic beverage options must be served during the time of alcohol service.

### **Closed Venue Policy**

The UMC and all Housing and Dining Services properties are closed venues to outside food sources and other caterers. All food served in these venues must be arranged through CU Events Planning & Catering.

**Sustainability Policy**

The university is committed to minimizing negative impacts on the environment. CU Events Planning & Catering strives to provide alternative, eco-friendly and social justice products and is committed to buying from local, sustainable vendors. We are dedicated to hosting zero waste events that contain over 90% compostable and recyclable equipment.

**AFTER-HOURS CONTACTS**

Catering Emergency Phone: 303-591-6349

Scheduling Emergency Phone (UMC Reception Desk): 303-492-6161

These policies are subject to change. Please refer to [colorado.edu/eventsplanning](http://colorado.edu/eventsplanning) for the most current version.