CU EVENTS PLANNING & CATERING POLICIES

Thank you for choosing CU Events Planning & Catering (CU 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 guests' needs. CU Events Planning & Catering reserves more than 400 venue spaces on campus and represents Campus Dining Services (CDS) for catering requests.

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

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

Catering Hours: Monday – Saturday   7 a.m. to 7 p.m.
                    Sunday available upon request.

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/eventsplanning
Email: cueventsplanning@colorado.edu

All email and phone inquiries will receive a response within 48 hours.
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 express drop off, 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 your event date.

Please remember to ask your guests/attendees if there are 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 foods may have been manufactured on equipment in a facility that also processes food containing eggs, fish, gluten, milk, peanuts, shellfish, sesame, soy, tree nuts and wheat.

TYPES OF CATERING SERVICES AND FEES

Staffed Events

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 $50 per chef, per hour (if applicable)
• Staff fee of $25 per staff member, per hour
• Staff fee of $75 per staff member, per hour for plated meal service
• Bartender fee of $90 per bartender

Due Dates for Staffed Events:

Due at 4 p.m. ten (10) business days (excluding event day) prior to your event:

All event details must be finalized ten (10) business days (excluding event day) prior to your event. Event details include final menu selections, start and end time, location, set up needs, event staffing, agenda/run of day, linen ordered and alcohol service (if applicable). Guest count can increase or decrease up to 10% and is due by 11 a.m. seven (7) business days (excluding event day) prior to your event. Any changes to the guest count beyond 10% will not be guaranteed.

Service Ware, Equipment and Linen Fees for Staffed Events:

Appropriate compostable products are provided for catering orders at no charge. Your event planner can discuss alternative service ware options for your event and budget. These products are available for a nominal labor service fee. The University of Colorado Boulder's student government, the UMC's governing body, encourages the use of reusable products, depending on guest count and location.

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

Express Drop Off:

Campus Dining Services staff will deliver your catering order, client is responsible for clean up. We will offer a variety of canned and boxed beverages along with entrees, salads, sandwiches, hors d'oeuvres, snacks and desserts. All items will include labeling with the item name along with a list of A9 allergens. Orders will be dropped off only, no tablecloths or tables will be provided.

Fees:
• Complimentary drop off 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 $25 flat fee. Off-campus delivery service is
   a $100 flat fee

Due Dates for Express Drop Off:
Five (5) full business days (excluding event day) prior to your event:

Any revisions to the event details made after the five (5) full business days deadline has passed deadline will not be guaranteed, and a late fee will be assessed.

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 fulfilled. If late requests are fulfilled, 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. Guest count can increase or decrease up to 10% and is due by 11 a.m. three (3) business days (excluding delivery day) prior to your event. Any changes to the guest count beyond 10% will not be guaranteed.

PREPARING PAYMENTS

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

University clients:
• CU speedtypes
• 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.

Recognized 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 canceled due to **Force Majeure** or official university closings 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 CU 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 CU Events Planning & Catering and product availability is subject to change.

All foods may have been manufactured on equipment in a facility that also process foods containing: **Eggs, Fish, Gluten, Milk, Peanuts, Sesame, Shellfish, Soy, Tree Nuts, Wheat**

Campus Dining Services will only provide outdoor services from May 1 - October 15 and reserves the right to move your scheduled event four (4) hours prior to start time to the rain backup location.

The following will be charged 50% of the grand total of the event:
• Staffed events canceled after 11 a.m. five (5) business days (excluding event day) prior to event
• Express Drop-offs canceled after 11 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 canceled prior to the established deadlines, no charges will be incurred by the client.

BUILDING AND ROOM ACCESS

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. All catering locations must be ADA accessible.

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. CU 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

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 CU Events Planning & Catering office.

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 new alternative, eco-friendly and socially just 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.

OPENING THE UMC DURING A PLANNED CLOSURE - Effective July 1, 2022

Clients that want to reserve space in the UMC on a date that the facility is scheduled to close will need to schedule space, equipment, or services from the UMC of at least $2500 to be reviewed by the Director for approval.

If approved, this minimum will allow the facility to be open for up to nine hours. Any additional hours needed for the reservation will be subject to an hourly charge of $500 or equivalent in space, equipment, or services. The minimum fee for the nine hours is during regular UMC established building hours; early openings or late closures have additional fees. UMC Security is required to open the UMC during a planned closure, fees apply.

Additionally, when catering is requested, there will be a $2,500 minimum catering order applicable in addition to the UMC initial facility charge for the nine hours If the event goes longer than nine hours there will not be an additional catering minimum other than what/if the client requests.

AFTER-HOURS CONTACTS

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

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

Events Planning & Catering
UNIVERSITY OF COLORADO **BOULDER**

303.492.8833 • colorado.edu/eventsplanning

All foods may have been manufactured on equipment in a facility that also process foods containing: **Eggs, Fish, Gluten, Milk, Peanuts, Sesame, Shellfish, Soy, Tree Nuts, Wheat**