

Event Planning:

Room reservations for the DUC, DeBot and Allen Centers are to be arranged by calling Centers Reservations at 346-4421, or by email at ucreserv@uwsp.edu.

Room reservations for all other facilities on the UWSP campus are to be arranged by calling Conference and Reservations at 346-2427 or by email at conf&res@uwsp.edu.

It is UDS Catering Department Policy that for the health and safety of all students, staff, and the public attending a meeting, conference, special event, or meal, that all food and beverages will be provided by UDS Food Service. The Catering Department will have the right of first refusal based on events scheduled, and priority. A waiver may be issued under certain circumstances, at which time all guidelines for food and beverage (non – alcoholic) must be adhered to. View waiver guidelines at:

<http://forms.uwsp.edu/centers/forms/permitforoncampussales.htm>

<http://forms.uwsp.edu/centers/forms/foodservicewaiver.htm>

<http://forms.uwsp.edu/centers/forms/permitforoncampusfoodsales.htm>

To request food and beverage services once you have received confirmation of your room reservations please forward a request for catering form. This form will be included with your confirmation or can be viewed at <http://www.uwsp.edu/centers/dining/catering.asp>.

A standing food waiver is in place for events or functions which purchase products and services from outside sources, at which the cost of these services will be \$150.00 or less. **These products are for consumption by the group purchasing them and not for resale.**

Ordering:

Advanced notification of at least four weeks on any event over fifty or more guests is required. An attendance estimate must be provided at least three weeks prior to the event. If less notice is given, we will do our best to accommodate you, but your menu selections may be limited and additional services fees will be incurred. This change will be at least 10% with a minimum of \$10.00.

For all breaks and non-meals requested, late charges will be incurred if orders are not received 72 business hours prior to the scheduled event. This change will be an additional 10 %, with a minimum of \$10.00. To ensure service, orders for Monday must be received by Wednesday of the prior week.

Final Guarantees:

To keep your costs as low as possible, it is very important to have an accurate count. For all events, a confirmed count is required 72 business hours (Monday – Friday 7:30 A.M. – 4:30 P.M.) prior to the scheduled event. Some special menu items may require more than a three day notice. The confirmed count will be considered a minimum guarantee and not subject to reduction.

In the event you need to increase your guest count within the required 72 business hours, UDS Catering will make every effort to accommodate the additional guests. Please note that additional meals may require substitution from the confirmed menu and service changes may be added for any costs incurred by UDS Catering, with a minimum of \$10.00. You will be billed for 100 % of the guarantee or the number of guests service – whichever is greater. If a confirmed count is not received, we will assume the original guest count to be the guarantee.

Wedding Reception Information:

UDS takes pride in providing wedding reception services. Please begin your planning by calling our [reservations departments](mailto:reservations@uwsps.edu) at (715)346-4421, or visit our UDS website at www.uwsp.edu/centers/dining/index.asp in order to submit a food service request form. All food service requests need to have a room reservation confirmation.

Outdoor Events:

UDS Catering is happy to accommodate your on- campus, outdoor events. In an effort to make all aspects of your outdoor event run smoothly, we do require that you reserve an adequate rain site and that the rain site selected be approved by the Catering Manager.

In the event of inclement weather, the decision to move the event indoors or cancel will be made at least six hours prior to the event by the Catering Department in conjunction with the department hosting the event. If you would like a Chef or grills, or an action station at your event, there will be an additional three hour minimum charge for these services. This will be billed at a rate of \$25.00 per hour.

Cancellations:

To avoid any charges, UDS must be notified of a cancellation 72 hours prior to the scheduled event. In the event of cancellations, or no shows, after the deadline. The parties will be billed accordingly, with a minimum charge of \$10.00.

Services and Fees:

Catered meals require a minimum food charge (excluding alcoholic beverages). This minimum charge will be \$75.00. Buffets and specialty meals require a minimum number of people. This minimum is 20 persons. Action stations require a three hour minimum charge for all events.

UDS will provide linens, tablecloths, and table skirting for guest seating at an additional charge. Any special requirements for decorating or supplies will be added to the bill. Additional charges will be added to the final invoice. A catering deposit may be required for certain events, and if so, is to be made four weeks prior to the event. Deposits will be credited to the final invoice. Any events which require additional service due to menu or services will be charged as applicable.

Orders for food service can be picked up or delivered. A 10% delivery charge will be added to all order delivered. The minimum charge is \$10.00 for on campus deliveries based on the delivered amount. Charges for off campus deliveries are an additional 20% for delivery, with a minimum charge of \$20.00. If you choose to pick up an order, you are responsible for returning all equipment and supplies associated with the event, within three days. There will be a charge for all items that are not returned. Because the University is closed most holidays, service is unavailable.

After Hours Services:

The beginning of the school year through Spring Commencement, UDS Catering strives to provide service Monday through Sunday, with the exception of holidays. Any events requiring service after hours, or on weekends, may incur additional facilities charges. During summer hours, UDS Catering strives to provide service Monday through Sunday, with the exception of holidays. Any events requiring service after hours, or on weekends, may incur additional facilities charges.

Health and Safety Guidelines:

Health Department regulations do not permit the taking of leftover food from any event. Any leftover food is the property of UDS. Bake sales are allowed provided that all items purchased and sold are provided by UDS.

Contact UDS at 346-4371 or the office of Environmental Health and Safety at 346-2320 with any questions you may have. Pot luck meals are allowed and can only be offered to members of the sponsoring group. See the [Potluck Food Safety Powerpoint](#) for guidelines for these functions. Any product which has been approved for preparation by a group or organization on campus will need to have an authorized food service and sanitation person present. Any charges for this service will be billed at the completion of the event.

Alcohol Policy:

The service of alcoholic beverages is governed by federal, state, and local laws as well as specific campus policy. Please discuss alcoholic beverage requests with the UDS Catering Manager. All alcoholic beverages must be supplied and serviced by UDS. A minimum charge of three hours will be billed for any alcoholic beverage service. This will be billed at a rate of \$15.00 per hour.