



# **On Point Catering Policies**

## **Food Service Request**

All catering requests need to be submitted via the online On Point Catering Request Form. ANY food service requests not submitted through the correct channels will not be guaranteed service.

## **Price Changes**

Prices listed in the catering menu are per dozen unless otherwise noted. Prices included in the catering menu are subject to change without notice. Due to market fluctuations, we cannot guarantee prices prior to 30 days before your event.

## **Event Attendance and Deadlines**

**Attendance Guarantee:** The final guest attendance for any On Point Catering function must be received no later than the end of business 7 days prior to your event. If the event falls on a Saturday, Sunday or Monday, the final attendance is due the Monday before the event.

In the event that a final guarantee number is not received by the deadline, the estimated attendance will be used for production and ordering purposes and you will be charged for this amount. Any changes requested after the deadlines that include increases or decreases in attendance, amount of product, or timing will be handled on a written approval basis and may incur additional charges.

All event planning and specifics, along with payments if necessary along with any special needs, should be discussed with On Point Catering a minimum of 2 weeks prior to the event. Menu requests received less than (2) weeks prior to an event will be at the discretion of On Point Catering.

## **Minimums**

**On Point Catering Ordering Minimums:** There is a minimum of \$50.00 for full service On Point Catering in the Dreyfus University Center. There is a \$75.00 minimum for On Point Catering to deliver outside the Dreyfus University Center.

**Bar Minimums:** Cash bars or Hosted bars are available for a setup fee of \$75.00 per bar. The number of bartenders scheduled for an event will be determined by On Point Catering. Requests for additional bartenders will be charged accordingly.

## **Alcohol Policies**

On Point Catering follows state and university guidelines for the serving of alcoholic beverages with any catered event.

The service of alcoholic beverages is governed by state, federal, and local laws, as well as the Board of Regents and campus alcohol policies. On Point Catering and its designee, at its discretion, reserve the right to refuse the privilege of alcohol services to groups based on the event parameters. Security officers, along with the appropriate age control related items, may be required at events where alcoholic beverages are served.

Costs incurred for protective services will be billed to the sponsor of the event by University of Wisconsin – Stevens Point (UWSP) Campus Police. UWSP Campus Police confirmation must be provided to On Point a minimum of ten(10) days prior to the event. Any additional costs will be charged to the sponsor of the event.

Alcohol service may be closed early at the discretion of On Point Catering management due to unbecoming behavior. All alcohol services will be scheduled to end at 12:00 AM (midnight) unless otherwise pre-arranged. No reduction in costs will apply if service is discontinued. Additionally, UWSP requires that nonalcoholic beverages, along with food, be provided at all events serving alcohol. These can be purchased through On Point Catering as needed. Any event serving alcohol on campus is required to have On Point Catering bartenders service the event. All alcohol needs to be provided by On Point Catering for these events.

In the instance of a large outside event that will be serving alcohol, these events will need to provide security and a separate beer garden which is enclosed. The ability to card attendees and supply wristbands is required to be in place. All policies listed above also apply to outside events.

## **Right of First Refusal**

On Point Catering has the right of first refusal for events. Waivers will be approved based off of the volume of events or inability to meet budgetary requirements. These business decisions will be made by On Point Catering after reviewing the specifics of the event.

## **Fundraising and Bake Sales**

In order to sell food-related products on campus, a Food Service Liability Waiver needs to be submitted to catering in order to receive approval based on the information provided. This step needs to be completed before submitting a food sales permit. The food sales permits are issued through CASE.

Any food or product provided by licensed vendors must be held under the proper conditions. The food or product needs to have an approved Food Service Liability Waiver, or fall below the \$100.00 limit for sales. It must also be logged in the EMS system.

# Potluck

Potlucks are only allowed under the categories and conditions below:

Student Organization Potlucks - commercially prepared takeout/delivery items from a licensed vendor, or non-commercially-prepared, homemade, or student organization prepared potluck food which is prepared and served per Serv Safe guidelines is allowed under special conditions with a Temporary Food Service waiver.

Staff Potlucks - Food prepared by staff for use at a UWSP department potluck is unregulated. All of the items prepared need to be produced and serve per Serv Safe guidelines and are only to be consumed by persons within that department. The sale or consumption of these products outside of the division is prohibited.

Campus Events - All events scheduled in UWSP space that do not meet the previously listed guidelines will not be approved for any potluck items to be served at their function.

Liability Waivers - Liability waivers for the use of outside vendors will no longer be approved except under special circumstances. See Pick Up Menu for alternative options.

## Cancellations

Any full-service event which is scheduled for On Point Catering must receive notice of cancellation in writing a minimum of 7 days prior to the event. This cancellation can be sent to [catering.manager@uwsp.edu](mailto:catering.manager@uwsp.edu). Phone messages will not be accepted for cancellations. Late cancellations may result in the group paying a portion, or all of the event charges.

## Payment and Taxes

All University-related events are required to supply account codes when submitting a request for services. Taxes will be added to any event being funded by a four-digit account. Upon completion of an event, an electronic invoice will be sent for payment. This invoice is to be attached to the appropriate payment services paperwork and returned via email ([catering.manager@uwsp.edu](mailto:catering.manager@uwsp.edu)) or to the University Dining Main Office (DUC 240). All event paperwork needs to be returned within 10 days of receipt. Any invoices which are 30 or more days past due will result in additional charges or the suspension of services for that account.

We accept University of Wisconsin Departmental funding along with Master Card, Visa, Discover Card, checks or cash for payment.

All catered events will be subject to 5.5% sales tax when applicable. A tax-exempt number is required for your organization in order to not be charged sales tax.

## **Set-Up Times**

All events are scheduled to be set up a minimum of 15 minutes before the event start time. Any special requests for set up need to be discussed and approved with On Point Catering a minimum of (10) days prior to the event and may incur additional charges.

## **Food Display Times**

Due to food safety concerns, presentation and display of food items for an event are limited to 2 hours of continuous display from the initial setup time for any On Point Catering event. Extra service time may be billed accordingly.

## **Dietary Restrictions**

We are glad to make every effort to accommodate any dietary restrictions or allergies our guests or students may have. On Point Catering needs to be notified as soon as possible in regards to any special needs. As always the person(s) with restrictions or allergies need to be responsible to monitor their own situations and choose the best options available to them.

## **Decorations**

On Point Catering and Event Reservations reserve the right to assess additional charges for special requests at catered functions.

All decorative items must be taken down immediately following your event. Rental items such as chair covers, equipment, etc. will be handled on a case by case basis.

Tablecloths & Skirting - On Point Catering will cloth and skirt all FOOD service-related tables at no additional charge. All dining tables and settings along with requests for additional linen service will be charged accordingly.