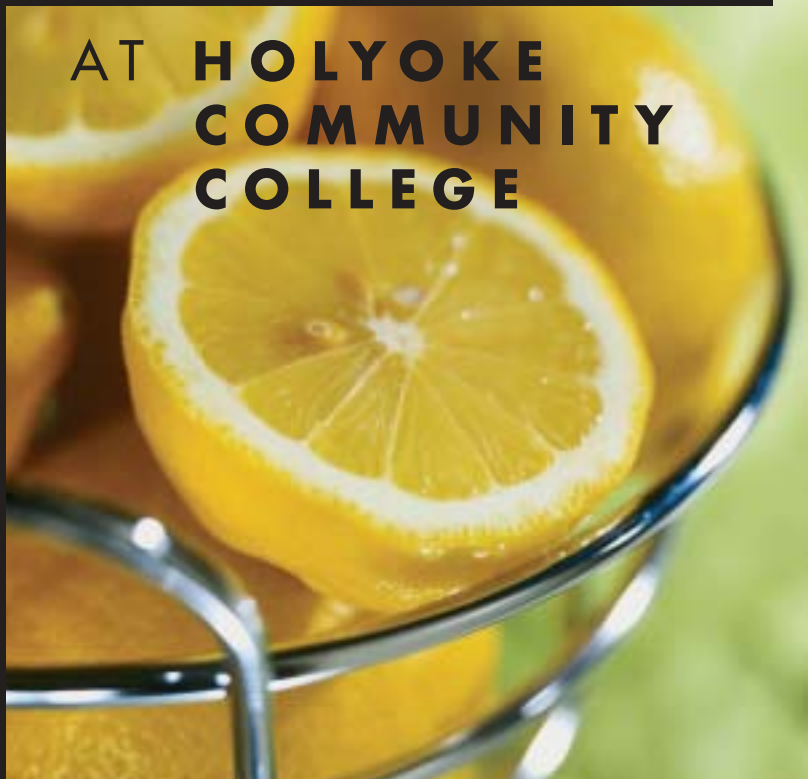




C A T E



R I N G



AT **HOLYOKE  
COMMUNITY  
COLLEGE**



# Planning Your Special Event

We pride ourselves in being able to meet everyone's catering needs. The following steps will help you through the process of organizing your special function.

## **Event Confirmation and Guarantees**

A guarantee is required two business days before you catered event. This confirmation and guarantee will include the exact times, location, attendance, menu choices and room setup. If your event is cancelled, you are responsible for contacting the catering department and canceling the event. You may be liable for 75% of your food bill for any event that is not cancelled within two business days, and confirmed in writing by the customer. If the College is closed due to inclement weather, all catering events will be automatically canceled.



## **Payment**

All catered functions must have a secured payment before they occur. Name the type of payment Visa, MasterCard, American Express, Cash, Check, Purchase Orders, Departmental Accounts, Foundation Account numbers are all valid payment methods. Non-University related groups are required to make a deposit of 50% one week prior with the balance due at the conclusion of the event. Tax exempt organizations are required to submit a copy of their exemption certificate prior to their date.





# Planning Your Special Event

## **Delivery Fees**

There is no delivery fee for catering services held within HCC Campus. Deliveries outside HCC Campus will be subject to a 10% delivery fee, which ever is greater, not to exceed \$150.00.



## **Alcohol Policy**

All alcoholic beverages must be served by our personnel, and consumed in designated areas. Proof of age will be required. Sodexo reserves the right to refuse service of alcoholic beverages to any person. All personnel have completed the TIPS Training Program for Service.



## **Alcohol Service/Policy**

A full bar setup (if liquor is planned) at a dinner or reception is priced per event. All necessary bar items except the alcohol, are provided with this charge, including nonalcoholic beverages, ice mixers, napkins and plastic cups. An additional charge for glasses will apply. We recommend at least one bartender for every 75 -100 guests for beer and wine service. The charge for a bartender is \$18.00 per a number of hours (ex: 3 hour minimum)





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## **Attendants**

To ensure that your event is a success, catering staff will be provided for all served meals and buffets during the first two hours of service. If additional time is needed, a fee of \$12.65 per attendant for a two hour minimum will be applied. We recommend that you have an attendant for all receptions and breaks for every 75 guests.



## **Catering Equipment**

As the host of the catered event, you are responsible for the equipment we have provided for the service of your catered event. Any missing or damaged catering equipment or supplies will be charged to your account, at replacement costs. In the occurrence of a very large event, specialty equipment may need to be rented. We can provide this for you at an additional charge.



## **China Charges**

Our catering department provides high-quality plastic products as our standard, unless otherwise requested. We also offer china service for any event at an additional charge.

Full Meal Service and Silverware \$1.00pp

Coffee or Beverage China Service \$1.00pp

Full Bar Glass Service \$1.00pp

Reception China and Silverware \$1.00pp

All of the above are charged per person.



## **Floral Charges**

We will be happy to order, receive and handle specific floral arrangements for you. For decorative requests an additional fee will be determined in accordance with your specific needs.



# Planning Your Special Event

## **Linens and Skirting**

We will provide linens and skirting for food and beverage tables at no charge. If you would like linen to be placed on guests tables for receptions, breaks, meeting tables and boxed lunches there will be a \$4.25 fee for each tablecloth. Other tables may be skirted and covered at \$4.25 per tablecloth and \$22.00 per skirt. The same applies to registration tables, name tag, head tables, and any additional table that will not be directly used for setup. Skirting can be done on any table not exceeding one inch in thickness. We can also provide napkins to meet your color scheme for \$0.65 each. Specialty linens are available upon request for an additional charge.



## **Minimum Charges**

There will be a minimum charge of \$25.00 for beverage and/or food orders. Arrangements for orders less than the minimum amount can be made if they are picked up during office hours.



## **Food Removal Policy**

Due to health regulations, it is the policy of Sodexo Campus Services that excess food items from events cannot be removed from the event site. Items purchased for pick up should be properly stored prior to the event and removed and disposed of by the host of the event.



