

GENERAL CATERING PLANNING:

Please carefully revise the following details; it will assist us in planning a successful and memorable occasion for you.

1. Allow yourself **at least 30 days** to plan for your event. Contact the Events office (2240), to reserve space, and begin discussing room and meal arrangements. Your Event planner will provide you with a list of question that will assist you in planning your function.
2. **At least 2 weeks** prior to the event, place your menu with the Events and Dining Service office (2240). Then follow-up with a menu confirmation within these 2 weeks.
3. **At least 48 hours** or two “working days” prior to the event, confirm and guarantee your final number of guests and room arrangements. For example, guaranteed attendance for an event on Monday are due on the previous Thursday. (IF WE DO NOT RECEIVE A CONFIRMATION, WE WILL ASSUME THE EXPECTED NUMBER OF GUESTS ORIGINALLY ADVISED TO BE THE GUARANTEED ATTENDANCE FOR THE EVENT).
4. Please make all cancellations **at least 24 hours** or one “working day” prior to the event. If cancellation is made on the day of the event or there is a no-show, all set-up charges and costs already incurred will be billed at your expense.
5. The St. John’s catering department provides all labor, tables, chairs, linen, china and utensils. When you order food and beverage from us, you will not be billed additionally for these items.*
6. An event that involves the use of alcohol must abide by the SJU Alcohol Policy. Please obtain an alcohol permit through the Student Activities Office, if you are planning on serving alcohol.
7. Please be advised that the Dining Service and Events Office reserves the right, if necessary, to make room changes to better serve specific needs of the customer. Considerable care will be given to insure comparable meeting space.
8. Keep in mind that all borrowed equipment will require a deposit; to be paid at the time of the order. Deposits will be refunded upon returns of all equipment in its original state.

*Additional charges may apply in the following situations:

- To cover complicated or extensive room set- ups.
- When clean up following an event involves extraordinary resources.
- For functions away from the Quadrangle or Sexton Commons, when the resources required for the event, exceed the normal cost of set ups.
- If additional staffs is requested which exceed the normal scheduled.
- When linen required is in excess of that supplied for the presentation and service of the food and beverages.

☐ Dinners beginning after 7:00 p.m. will have an additional 15% of the total bill added to the cost.

☐ With a Minimum order of \$75.00 there is no delivery charge. If the delivery is under the minimum, our delivery charge charges will be as follows:

☐ Events taking place in the Quad and Sexton - \$15.00

☐ Events taking place out of Quad (on campus) - \$25.00

☐ Events occurring after 8:00 PM at all available locations on campus - \$35.00

STUDENTS ONLY, with a meal contract, are permitted to use a meal exchange when planning a special catered event. Students may reduce their catered meal by 50% if meal plans credits are used in conjunction with a dinner event.

If you have any questions, please call and speak with one of our Event Planners @ 363-2240