



Michigan Technological University

Dining Services

Catering Guidelines and Policies

Michigan Tech Dining Services is proud to be the exclusive catering service on the Michigan Tech campus and will strive to meet all your catering needs. All food and beverages must be purchased and catered through Michigan Tech Dining Services, no outside caterers will be permitted on campus.

All catered events are subject to the following:

- \$50.00 minimum food and beverage sales.
- All guest minimums must be met.
- State of Michigan Sales Tax (non-tax exempt).
- For meals served on holidays an additional charge will be assessed. This will be determined on actual staffing and holiday/overtime rates.
- Please ask your catering representative for the applicable room rental fee schedule.
- 18% Catering fee for non-Michigan Tech sponsored events.
- \$25.00 delivery fee for all catered events on campus deliveries (except the Memorial Union Building).
- \$25.00 fee for any items that need to be picked up from catered events on campus outside of the Memorial Union Building.

Serving Standards

It is our desire to serve you promptly at the hour you select. Please let us know if there will be any pre-meal program or lengthy opening remarks. Normal practice is to allow your group into the dining area approximately one-half hour before serving time, unless a cocktail hour, or a pre-meal awards ceremony/speech is scheduled. This eliminates confusion and allows our staff to attend to any final details without interruption. We appreciate your promptness and will do our best to work around any last-minute delays you may encounter.

In order to provide you and your guest with the highest levels of food quality and taste, the service times for all events will be limited to two hours.

Michigan Tech Catering will pre-determine staffing levels and labor charges. If you request to have an event attended by a caterer or need additional labor for any other reason, labor charges will apply (subject to availability). Please note that any overtime incurred will be passed on as additional charges.



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Food Ordering Policy

While every effort will be made to accommodate last minute requests, in order to ensure quality of food and service, we require a minimum of 3 business days prior to the event for orders. Orders not received within three business days of an event will be subjected to a \$50.00 rush fee. We cannot guarantee all menu items will be available for orders made after 3 business days of the event.

Full meals, breaks, deliveries, hors d'oeuvres and snacks can be presented in many ways, from full china and linen service to completely disposable-ware. Please inform your catering representative of the style of service expected for your event so we can price it at the appropriate level.

On Premise Caterings – Memorial Union Building

Formal and informal service is included in the price for all food and beverage orders over \$300 within in the Memorial Union Building. If the \$300 minimum is not met Michigan Tech will provide disposable service free of charge. If the client does not meet the minimum and wishes to have formal or informal service, the client will be subjected to rental fees. Formal and informal service includes china, linen napkins, tablecloths for guest tables, food buffet tablecloths and skirting for the buffet tables. Tablecloths and skirting are not included for any other tables such as registration tables, gift tables, or meeting tables but extra tablecloths and skirting may be rented.

The standard setup for guest tables in the Memorial Union Building is 8 guests per table. If the client requires fewer than 8 guests per table, the client will need to rent the extra tablecloths needed for the extra tables

On Premise Caterings – Outside the Memorial Union Building

All caterings outside the Memorial Union Building will be completely disposable service. No table cloths or skirting will be supplied including the food tables and a \$25 delivery fee will apply for each trip the catering department has to make which includes pickups. If a client requests china service for an event outside the Memorial Union Building setup fees, rental fees and delivery charges will apply.

On Premise Caterings – Rozsa Performing Arts Center

All caterings at the Rozsa Performing Arts Center will be completely disposable service. Tablecloths and skirting will only be provided for the buffet tables. A \$25 delivery fee will apply for each trip the catering department has to make which includes pickups. If a client requests china service for an event in the Rozsa Performing Arts Center, setup fees, rental fees and delivery charges will apply.



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Off-Site Catering

Michigan Tech Dining Services is fully equipped to provide off campus catered events. Delivery charges will be assessed. Our catering representative will need to know the full extent of the services required before quoting delivery and set up fees, since additional mileage, labor, and any out-of-the-ordinary circumstances or unusual venues will need to be considered. Delivery charges include labor travel time, labor costs for pre-event setup, labor costs for post event clean up, and mileage. Ask your catering representative for details.

All offsite caterings are served with disposable plates, cups, and flatware. Tablecloths are only provided for the food tables. Table skirting, and extra linens for present tables, registration tables, and guest tables can be rented for a fee.

For off-campus full meals where china and linen service is requested, a linen and plate charge will be applied. Please remember that we are bringing food and supplies only for the number of guests guaranteed. Because we are away from our main facility, our ability to respond to last minute requests for additional services or supplies is limited, and we may not be able to accommodate such requests. If extra food or supplies are desired for "last-minute" adjustments, we will be happy to be prepared, if arranged for in advance. Extra food will be billed by the item or per plate, and extra supplies will be billed in the form of rental and/or labor charges.

Service Times

Buffet menu quantities and perishable items are limited to a two-hour service period unless noted otherwise. Food items will be removed at the end of the two-hour time period to ensure food quality and safe food handling procedures.

Menu Pricing

All prices are subject to change. Market conditions, the cost of labor and supplies change periodically, and must be reflected in our price. For sit-down served meals we will prepare food for the guaranteed count. If extra portions are desired for "just-in-case" extra guests, we will be happy to accommodate. However, extra portions requested for will be billed at the full price. Food and beverage pricing can be confirmed a maximum of three months in advance with menu selection.

Coffee Carafe Charge

When coffee is ordered or is included in a buffet or plated meal a coffee station will be setup free of charge. The catering department will gladly provide coffee carafes on the guest tables or server coffee service at the clients request for a \$2.00 per carafe fee.



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Food Removal Policy

Due to health department regulations and food safety, all excess food items from any functions will remain the property of Michigan Tech Dining Services and cannot be removed from the event site.

Guarantee Policy

Your estimated attendance will become the guaranteed count if we do not receive a revised final count within 7 business days prior to your event. You will be billed for your guaranteed count and for any additional guests over your guaranteed count. There may be a surcharge to cover last-minute preparations and setups if extra tables, place settings and/or portions are requested.

For buffet meals we will prepare food and place settings for approximately 5% over your guaranteed count. We do this for your benefit because the nature of buffet eating is sometimes unpredictable, and because we want to present a full buffet selection until the last guest has come through the buffet line. This may result in some leftover food on buffets, but please remember that left over food remains the property of Michigan Tech Dining Services and cannot be packaged for take-out.

Substitutions

We reserve the right to make last minute substitutions for food items that are not available due to season, product inferiority or supplier outages. We will notify you of any substitutions if time allows.

Discount for Children

Children 12 and under receive a 50-percent (50%) discount on the regular price of a full buffet meal, if noted in your advance guaranteed count. Children under the age of 5 do not need to be included.

Special Dietary Needs

We strongly encourage event planners to solicit special dietary needs from their attendees to ensure that all guests have a positive dining experience. If a last-minute request is made for a vegetarian or a special diet meal, we will do our best to respond as quickly as possible. The additional meals will be added to your bill. Michigan Tech Catering labels buffet items for the following Big 8 allergens: Eggs, Fish, Wheat, Dairy, Peanuts, Tree Nuts, Crustaceans/Shellfish, and Soy. Additional charges may be included for gluten free items.

We use reasonable efforts in our food sourcing, preparation and handling procedures to avoid the introduction of allergens. However, we do not have separate allergy-friendly kitchens and are unable to guarantee that a menu item is completely free of allergens.

Please let your event manager/ catering coordinator know if any of your attendees have allergies not included in the above list and/or life-threatening allergies.



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Deposit and Final Payment

A deposit of 75% of your catering order is due 5 business days prior to your event. Final payment is due within 7 days of your final invoice. 6% State of Michigan Sales Tax will be added when applicable.

Service Fees

A catering service charge of 18% will be added to the bill, plus all applicable taxes for all non-Michigan Tech sponsored events.

Holidays

For meals served on holidays (actual and/or observed), an additional charge will be assessed, to be determined by our catering representative, based on actual staff holiday and overtime rates.

Room Rental Fees

Ask your catering representative for the applicable room rental fee schedule.

Cancellations

While we will make our best effort to work with the customer on cancellation charges. Clients will be held responsible for all charges incurred as a result of any commitments made to host the event. Events cancelled anytime within three business days will be charged up to 100% of the total estimated food and beverage charges

Decorations and Restrictions

We do not make specific provisions to decorate banquet tables - this is left to your wishes and tastes. For on-campus catering events decorations and decorating methods must be approved by our catering staff. Michigan Tech Dining Services does not take responsibility for any decorations broken or left on the premises after an event.

Restricted items for on premise caterings include but are not limited to candles or open flames besides canned fuel, the use of streamers, silly string, rice, confetti, or glitter. Special effects such as smoke machines and foggers are not permitted.

Alcohol

The Memorial Union, the Rozsa Performing Arts Center, Wadsworth Hall and select locations at the Student Development Complex, all have Michigan liquor licenses, which authorizes the purchase of and dispensing of alcoholic beverages on the premises. For those areas on campus with Michigan liquor licenses, all alcohol must be purchased through Michigan Tech Dining Services and served by Michigan Tech Dining Services. No outside alcohol will be permitted in these areas. All rules and regulations set forth by the Michigan Liquor Control Commission must be strictly adhered to. No one under the age of 21 shall consume alcohol on our premises. We expect the cooperation and



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participation of all sponsors of alcohol events to help enforce the legal drinking age. An alcoholic beverage service registration form and waiver must be signed by a host before the beverage service is provided. A minimum amount of food must be available at all events with alcohol service.

We pride ourselves on being very flexible in arranging open bar/cash bar combinations suitable to every budget. Please discuss your needs with your event coordinator, and he/she will customize the arrangement for you. Several packages are available, including hosted and cash bar.

Michigan Tech Departments Who Wish to Serve Alcohol on Campus in a Non-Licensed Area

Any department who wishes to serve alcohol in a non-licensed area is required to have permission from the President's office. Only complimentary beer and wine may be served. The department will be responsible for purchasing their own beer and wine through Jim's Food Mart. Michigan Tech Dining Services must serve the alcohol to guests. A bartending fee of \$30 an hour per bartender will apply. Participants cannot be charged for the alcohol nor for the event. Should a department or school wish to charge for the alcohol or event in a non-licensed area on campus, then a special liquor license is needed.

Special Liquor Licenses

Any other location that doesn't have a liquor license will require a special liquor license for cash sales. If a special liquor license is required a \$500 non-refundable deposit is required. The cost for the special license is \$300 and the remaining \$200 will be credited towards the catering order. The special liquor license must be applied for 6 weeks prior to the event. Amount of liquor licenses available to Michigan Tech Dining Services is limited and may not be available.

Special Request for Brands of Beer, Wine, and Spirits

Our catering department will gladly accommodate any special request for different brands of beer, wine and spirits that we do not carry. The client will be charged for any special request brands that was not served and the leftover inventory becomes the property of Michigan Tech Dining Services.