

USEFUL INFORMATION

Event Scheduling

To arrange to use a room on campus and to set up seating requirements, call Special Events at **610.660.1053**. Once you have your room reserved, you are ready to plan your memorable event with the Catering Department. We appreciate as much advance notice as possible to better staff and plan your event with you. You may email your order to us at **cater@sju.edu** or call the Catering Department at **610-660-1174** with the following information available:

- Event Date and Location
- Tentative Guest Count
- Budget
- Billing Information
- Event Start and End Time
- Time Line of Events During Function (if ceremony or speaker is planned)

Room Requirements

Please call Special Events at 610-660-1053 to make room arrangements. Decorating is at your discretion, however, decorating plans should be discussed with our catering staff. Please inquire about the availability of special colors for table linens and napkins. (The Catering Department does not reserve or book banquet facilities or rooms, nor do we handle the set up of tables or chairs, PA systems, projectors, etc.)

Tentative Counts and Final Counts

When you begin to plan your event, you probably will have an idea of the approximate number of guests who will be attending. We would like to know this number as soon as possible. This is your “Tentative Count”. From your tentative count we will begin to: arrange our staffing, plan our food ordering requirements, plan our linen requirements and plan our equipment and rental needs. Your “Final Count” is due 72 business hours prior to your event.

You will be billed for the number of guests, which you provide to us as your final count. Should the unexpected occur and your count increases, we will do our best to provide your additional guest with the same planned menu. If this is not possible because of insufficient ordering time, we will provide your additional guests with a suitable alternative. Should your guest count go down after you have given us your final count, you will still be billed for the original final count since food purchases and labor have already been determined. If you do not notify us within the 72 business hours prior to your event, the tentative count will be used as your final count for billing purposes.

Staffing Policy and Costs

In order to keep our prices as low as possible, all menu items quoted throughout this Catering Guide do not include service staff. The Catering Director will determine the scheduling of staff. We will bill you at a rate of **\$100.00** per staff for breakfast, lunch dinners and receptions. If a Bartender is required for your event, you be billed **\$100.00** per bartender. Chef attendants for your action stations are **\$100** per chef.

Cancellations

Cancellations must reach the Catering Office 72 business hours prior to the scheduled event to not receive a charge. Charges for events cancelled less than 72 hour prior are as follows:

24-48 hours prior to event—50% of Total Revenue Booked

Less than 24 hours prior to event—100% of Total Revenue Booked

Equipment

All groups will be responsible for equipment utilized when service attendants are not provided (drop offs). The Catering Department will not be responsible for recovering misplaced equipment, locating equipment, linens, baskets etc. It is crucial that no equipment be removed and/or taken to a different location, as our stock is limited. A **\$20.00** additional charge will be incurred for equipment that requires a secondary location pick-up.

Dietary Restrictions

We will be happy to satisfy your requirements for special meals, including Vegetarian Meals. Please let us know if you or your guests have any special dietary requirements and we will be happy do accommodate them.

Linen

White linen is included in the price quoted for your function. Functions that are not staffed and are considered drop offs, will have linens provided for the food tables only. Staffed meals will have table linens provided at no additional cost for guest tables. If you require additional table cloths for display or presentation tables there is a \$3.50 per cloth charge. Buffet Skirting is available on a rental basis and charges will be determined at the time of ordering. Upon request we can provide a variety of sizes, colors, and fabrics for your functions. Additional charges will apply. Please ask us for an estimate.

Flowers

The Catering Department can provide you with fresh cut flowers for your event, from bud vases to elaborate centerpieces. All flower arrangements are considered an additional cost. We will be happy to work within your budget.

Additional Services

Bud Vases— \$8.00

Bubble Vases— \$20.00

Large Floral Arrangements— Market Price

White 85" Tablecloths —\$3.50

Floor-length White 120" Round Tablecloths— \$15.00

Special Linens —Market Price

Votive Candles— Market Price

Special Glassware, China or Flatware— Market Price

Propane Grill Rental 6 ft. —\$200.00