

Policies, Procedures and General Information Student Related Events

All students on meal plan will receive a \$2.50 credit towards the total charges for their event. Names and Social Security numbers must be provided to receive credit, 24 hours prior to the scheduled event.

For the value minded student groups or for quick express catering, Hampden-Sydney College Catering has a Student Express Catering guide. This guide offers a variety of packages and tailgate parties that can be picked up and come with disposable ware. There is no labor, service or set-up charges. Please call (434) 223-6251 for a copy of the guide.

Tables and Decorations

The customer is responsible for the acquisition of tables when they are not already at the chosen location. Please contact the Building and Grounds department at (434) 223-6159 to make arrangements. Table decorations are not included in the cost of a catered function. We would, however, be happy to purchase flowers and candles for you.

Equipment

If special equipment must be used, there is an additional charge based on the usage. The cost of any equipment taken from the site of the event will be charged to the booking party.

Delivery Charge

All functions will be charged a delivery fee at the following rates:

- | | |
|---------------------------------|-----------------------------|
| * On-Campus - | \$10.00 |
| * Off-Campus - (within 5 miles) | \$20.00 |
| * Off-Campus - (over 5 miles) | \$25.00 plus \$.35 per mile |

China

China service is included in the price for all catered events held in Settle Hall. Catered events elsewhere on campus will incur a \$1.00 per person charge for china and glassware.

Paper

Unless otherwise specified, there will be a \$0.30 per person charge for standard paper service and \$1.00 for special decorative paper service.

Service Charges

Normal service time for meals is two hours. Occasions which extend beyond the time will be charged at a rate of \$12.00 per attendant for the first hour. Each additional hour will be billed at the rate of \$15.00 per attendant per hour.

Passed hors d'oeuvres are available for an additional fee of \$12.00 per server per hour, with a one hour minimum. Special room set-ups may require an additional charge which will be quoted at the time of booking the event. Functions starting after 8:00 p.m. will be charged \$15.00 per attendant per hour and \$25.00 per cook per hour.

If you desire an on-site Chef or Carver for your function, we are happy to accommodate that. There will be a \$50.00 charge per hour for the Chef.