

Hamline Catering & Events

Thank you for choosing Hamline University Catering. The success of your event is important to us! In order to offer you a professional and personalized event, we ask that you review the policies outlined below. If we have left any questions unanswered, please feel free to contact our Catering office at 651-523-2410.

Quality, Convenience and Service: Whether your function is large or small, casual or formal, Hamline University Catering will provide the finest service and food available. Hamline University Catering, a department of Hamline Campus Dining, delivers the excellence you expect from Hamline University. Our years of experience and trained staff grant us the unique ability to understand your specific needs and make us the logical choice for on-campus events. Also, when booking your event through a Hamline University department, our invoicing process is quick, easy and efficient.

Room Reservations: All room reservations on the Hamline University Campus are made through the Classroom and Event Management office at 651-523-2474. It is recommended that your reservation be made as early as possible to ensure room availability for your event. Indicate your desire to use Hamline University Catering at this time. Please note that all menu options are not available in all locations on Campus.

Food and Beverage: Upon receiving the event confirmation number from the Scheduling Office, contact our offices to coordinate your food and beverage needs. We recommend that initial orders be placed at least 10 business days prior to the actual date of your function. Please have your billing account number or a credit card (Visa or MasterCard) available at this time. Non-University functions require a credit card to place orders for catering services. All events scheduled in the Sorin Hall are required to use the services of Hamline Campus Dining.

2009-2010 Special Pricing: All catered food and beverage ordered for events booked in Sorin A, B and Sorin Bailey Room will receive 5 % off the final bill, or a meal upgrade.

Guarantee: During initial discussions, a preliminary count for your group will be required. Food and beverage orders should be received at least 10 business days prior to the event. Orders received less than 10 business days prior to the event may be limited in availability and may be "Chef's choice". All specialty "custom-designed" menu orders should be received no less than 14 business days prior to the event to allow delivery of specialty food items, decorations, linens and proper service staffing.

An exact, final guaranteed count will be required 3 business days prior to the event. In order to keep service standards high and costs low, meals are prepared based on the guaranteed number of guests. If you would like to have extra places set, there will be a \$4.00 per person charge for all seating over the guarantee. Extra persons above the guaranteed count may not receive the same entrée as the remainder of the group, as we prepare only the guaranteed count.

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Event Payment:

For Non-University bookings: Visa and MasterCard payments are preferred and will be processed after the event. A copy of your credit card receipt and invoice will be mailed to you.

A 10% Food service usage fee and Sales tax will be added to each invoice unless we are provided, in advance, with a copy of the tax exemption certificate.

Funds for University account billing will be directly transferred from the Accounting Office. You will receive a copy of the event order for your records.

Delivery: A minimum charge of \$10.00 or 10% of the total invoice, to a maximum of \$50.00, will be added to your final invoice for services outside Sorin Hall. Off-campus deliveries will be charged a flat \$40.00 fee for all events. Additional charges may occur depending on the distance from the Campus.

Pricing and Serviceware: All prices in this brochure are subject to change. Your price will be guaranteed when you call with your final guaranteed number of guests. All pricing includes disposable serviceware.

China, flatware, and glassware are standard in all Sorin booked event spaces.

For all other catering orders and locations china, flatware and glassware are available for an additional charge of \$2.00 per person.

Weekend and non-academic year events: Food and beverage orders booked for Saturdays, Sundays and non-academic periods may incur additional fees, on a sliding scale. If your order is less than \$300.00 (based on a 4 hour time frame) you may be assessed charges to meet the \$300.00 minimum.

Cancellations: In the event that services need to be cancelled less than 2 business days prior to the scheduled event, the Catering Office will charge for food and labor costs already incurred at the time of the cancellation.

Food Quantities: A properly planned event is a successful event. To ensure the success of your event it is essential that you have an accurate guest count. Credit for unused portions including bottled beverages, juices, whole fruit, etc. will not be given. Keeping menu prices affordable is important to us. Therefore, we will prepare and provide food according to the guaranteed count of your event.

Perishable Food Policy: In adherence with local Health Department regulations, it is our strict policy that there will be no credit given or carry out of perishable food not consumed at your event.

Any food removed from the location of the event without the permission of the Catering Department becomes the responsibility of the event holder. Once removed from the event, Catering possesses no responsibility or liability for the quality or safety of these items.

Late Order Availability: In order to ensure the quality of your event, the Catering Office needs to have sufficient time in order to procure food and service personnel. Sufficient notification is defined as at least 10 business days prior to the event. Events booked without sufficient notification may be subject to limited menu and service availability.

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Linen and China Rental: Linen and skirting will be provided for break and buffet tables. Table linens will be provided for all meal service. Should you need linen or skirting for other tables these can be rented for the following:

White Tablecoths	\$4.00 each
Skirting	\$10.00 per table
Napkins	\$0.50 each
China, flatware and glassware	\$2.00 per place setting

Dietary Considerations:

Special Menu Requests: Hamline University Catering is a full-service caterer. Should you require a customized menu, let us know. The Catering Director and Executive Chef will be glad to work with you to make your event a success. Please allow a minimum of 14 business days to insure availability of your special requests. All special requests will be charged accordingly.

Additional Services Provided:

The catering office will gladly assist you in selecting specialty linens, floral arrangements or any other special decorating for an addition fee. The following is a listing of our most frequently requested items and services.

Butlered appetizers and non-alcoholic beverages, Cake Server, Punch Server & Meat Carving Station. There is a \$25.00 per hour fee per staff member for these services.

We will also work with outside vendors for Beer and Wine service, securing the services, receiving and processing price quotes and invoice distribution.

If you need any other assistance, we will make every effort to take care of those needs. Please, feel free to contact the catering office via email at: lkohlhepp@gw.hamline.edu Or, by phone at: 651-523-2410.