

DELIVERY AND SETUPS

Delivery and set up of food items is charged as follows:*

- Setup within the Student Union - \$7.50
- Delivery, set up and pick up in other buildings and campus - \$30.00
- Delivery and pick up within Valparaiso city limits - \$65.00

These charges provide delivery, set up, one paper tablecloth and pick up after the function. Linen tablecloths are available at an additional cost of \$3.25 each. Linen requests must be received 5 working days ahead of use. Tables may be skirted at a cost of \$15.00 per table. If chafing dishes are required for drop off receptions \$7.00 per chafer will be charged. A service worker will be needed to maintain a buffet with hot food items. Tables must be arranged for by the customer.

*If china and silver are required at a reception \$1.25 per person will be charged.

Full set up for served and buffet style catered meals incur an additional set up charge as follows:

- Mueller Hall and Community Room - \$1.95 per person
- All other buildings except Harre Union - \$2.95 per person (\$20.00 minimum service charge per event outside Union.)
- Cold meals served on standard disposables (with plastic-ware and linen provided) in buildings other than the Student Union - \$0.95 per person
- Hot meals served on deluxe disposables (plastic mugs with handles, plastic dinner plates, clear tumblers and real silverware) - \$1.50 per person
- Standard disposables are provided for beverage set ups. For deluxe disposable mugs and tumblers – add \$0.75 per person. China is available for an extra charge (\$15.00 per gallon in the Harre Union Building and Mueller, \$20.00 per gallon in other campus facilities).

The PDF Footer