

FOOD & CATERING

Catering at Valparaiso University is provided by the Dining Services Department on campus. We offer many catering and banquet services ranging from simple beverage breaks and snacks to formal dinner options. We strive to provide excellent quality and service and hope to assist you in making your next event a success. Our catering menu features our most requested items. Many other choices are available. Please feel free to meet with us to discuss a specially designed menu and to make any other catering plans together.

As you begin to plan an event where food will be served, it is important to secure a location first. Space is often limited and some locations are much better suited to catering needs. After your room is booked, make sure that you have our current catering brochure, then follow the directions listed on the following pages. In addition to that information, there are a few additional aspects of catering that applies to campus organizations and student groups.

Payment may be made with a university account or from an invoice sent to an individual or outside company. Students with an active a la carte meal plan may also be able to pay for half of their own cost of the event with their meal card, if plans are made in advance. You will be asked how you want the billing handled when you make arrangements for your event.

Off-campus caterers are not allowed to set up, serve, or provide food for events on campus. On rare occasions, ethnic foods may be approved for purchase and dropped off for campus events that require authentic menu items that Dining Services cannot provide. University kitchen facilities are not available and service areas must be staffed by Dining Services if used by any group. A staff charge will be assessed as a result. Permission from Dining Services is required before arrangements may be made with an off-campus caterer. A Dining Food Waiver would have to be filled out in order to bring in outside food.

Timing is very important in booking an event and in keeping Dining Services informed about changes. Your menu and an initial estimate of the size of your group are needed two weeks in advance. Any changes in your plans also need to be communicated as soon as possible. Please read carefully the policy on guaranteed numbers required for your event on the next page. We hope we will be able to serve your organization's catering needs often and well.

Give us a call at x5016 or stop by our office located within the Founder's Table Dining Room.

Two Weeks Ahead Select the menu and discuss any special arrangements with Dining Services. A final menu must be selected a minimum of two weeks prior to the event. Please reconfirm your estimated number at this time.

Phone: 464-5016.

One Week Ahead

Call with an updated estimate if a change has occurred.

Two Full Working Days Ahead Call with the guaranteed number of guests that will be attending. You will be charged for meals based on this number. A 5% margin is allocated for groups smaller than 100. EXAMPLE: For a guaranteed number of 100, we will set up for 105. If the actual number attending is less than 95, you will still be

charged for 95. For groups of 100 and larger, a maximum margin of 5 above and below will be used in billing.

Ready to go... All party foods, picnic goods, and snacks purchased without delivery service will be packaged in disposable containers for PICK UP at the Union kitchen unless other arrangements are made in advance. If you require a tablecloth setup to serve these foods for a reception on campus, there will be an additional delivery charge. An hourly charge of \$20.00 per service worker will be applied for additional service.

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

•Setup within the Union - \$6.00 •Delivery and Setup in the Christ College Refectory - \$13.00 •Delivery and setup in other buildings on campus - \$28.00 •Drop-off service within the Valparaiso city limits - \$50.00

This charge provides 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, \$7.00 per chafer will be charged. TABLES MUST BE ARRANGED FOR BY THE CUSTOMER. If china and silver are required at a reception or drop off meal, \$1.25 per person will be charged. Full set up for served and buffet style catered meals in the Squire Room, Community Room, and Christ College incur an additional set up charge of \$1.95 per person. All other campus buildings except the Union are \$2.95 per person (\$20.00 minimum service charge per event.) Meals served on disposables (with silverware and linen provided) in buildings other than the Union are \$0.75 per person.

Good quality disposables are provided for beverage set ups. China is available for an extra charge. Beverages are \$15/\$20 per gallon to campus facilities. The amount of food on the smorgasbord lines is considered to be very generous and adequate for even seconds. Please understand, however, that Dining Services cannot re-supply any one item that is more popular than another. In addition, food that is not utilized on the smorgasbord is not permitted to be removed from the premises.

If food is brought into the Harre Union that is not prepared by the Department of Dining Services, prior approval must be obtained from the Director of Dining Services. This includes completing a release form, relieving the University of any liability. This also applies to groups hosting non-commercial functions such as bake sales. Outside caterers are not permitted to sell, serve, or provide food items on campus. The only groups that may bring food into the Harre Union are those related to the University. However, if you have brought in some food of your own, the Catering Division of Dining Services will not supply any food products. The Catering Division will either cater the entire event or none of it. A fee will be assessed whenever a food facility is being used by a group and no food is being provided by the Department of Dining Services.

There will be a \$30-\$45 surcharge for handling, storage, and serving of donated food products. Special floral arrangements and candles may be ordered to complement your meal at an additional charge. A bud vase with a single flower is provided for each table and a silk floral arrangement at the head table is provided

Union - Valparaiso University
at no additional charge. Flowers we provide will remain our property. There will be
a charge for replacement if flowers are removed.

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