

Catering Policies & Procedures

Dining Services Catering services are limited to the College community and its guests.

Catering Availability

Please contact Dining Services at 580-5850 in order to confirm the availability of catering services on your chosen day/time. Our staff monitors the number of events accepted each day in order to ensure that we provide the quality of food and level service our clients require and deserve.

Note: all food and beverages served on campus must be arranged through the Skidmore College Dining Services Department. Due to contractual labor agreements and New York State Department of Health regulations, outside caterers or food prepared elsewhere is not permitted.

Location of Event

Prior to placing your catering order it is necessary to select and reserve a location for your event. There are many spaces available around the campus that may be used – please contact the following offices to make reservations for the locations listed:

<i>Dining Services (580-5850)</i>	<i>Campus Life (580-5775)</i>	<i>Tang Museum (580-8080)</i>
<i>Banquet Rooms - 2nd Floor Dining Hall Faculty Staff Club Spa Dining Room Surrey Williamson Inn</i>	<i>All Other Campus Locations</i>	<i>All Tang Museum Locations</i>

Note:

- Location set-up (table, chairs, etc) must be arranged through Facilities Services at 580-5866.*
- Audio-visual needs for your event should be arranged through Media Services at 580-5940.*

Catering Orders

Please select your catering menu from our extensive ONLINE ORDERING web page at <http://cfsrv.skidmore.edu/web/catering/login.cfm> or, if needed, we will assist you in customizing a unique menu for your event.

Catering orders, other than Buffet or Plated Service, will not include service staff present throughout the event unless prior arrangements have been made.

Your menu must be selected and confirmed at least five business days prior to the event for all served breakfasts, luncheons, dinners and receptions.

We will accommodate last-minute orders if we are able to schedule labor, receive supplies, etc. For late orders, there will be an additional service charge equal to 15% of your order, with a \$25 minimum charge.

Notes:

- Dining Services will release the hold on the date/time if the appropriate billing information is not received ten business days prior to the event.*
- Dining Services reserves the right to substitute a comparable menu item based on availability.*

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Guest Count / Guarantee

We require a final count five working days before the event (not including the day of the event). An earlier guarantee of seven business days is required for groups over 100 or with special menus.

You will be financially responsible for 100 percent of your final guarantee, or the actual number of guests served, whichever is greater. If a guarantee is not provided, your last estimate becomes your guarantee.

Last-minute guest count changes may result in an additional charge. If your guest count increases less than three days before your event, we may not be able to increase the quantity of every menu item, but we will serve an appropriate substitution. We prepare food for five percent above the guarantees. For groups over 100, and for orders occurring on weekends, holidays, or during finals, there may be additional charges for labor and services.

Cancellations

There is no charge for cancellations made at least three working days prior to your event. Cancellations made two working days prior to your event may incur an additional charge to compensate for food and labor costs.

Additional Information

Due to regulations by the New York State Health Department, and in line with catering industry standards, any food or beverage not consumed at the event may not be removed except by Skidmore's Catering staff. No credit will be given for unused food or under-attended events.

Delivery Services

Please establish accurate delivery and pick-up times with our staff for your event. Event delivery and pick-up times provided on your contract are considered accurate and factual. The event location must be unlocked and available at least 45 minutes prior to the event starting time as shown on your order.

Length of Event

There is a time allotment of two hours from the scheduled start time for breakfasts, luncheons and receptions. There is a three-hour allotment for brunches and dinners. Additional labor charges of \$18.00 per hour per employee working the event will be added to your bill if the event exceeds the allotted time frame or continues after the scheduled ending time.

Gratuities and Taxes

Skidmore's catering staff is not allowed to accept gratuities. Taxes will be added to the cost of your event when applicable.

Missing Equipment

Skidmore College's policy prohibits the lending of equipment. You will be charged the replacement cost for any equipment that is lost or damaged while in use at an event.

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Flowers, Linen, and Props

Basic floral arrangements can be provided for meals and most receptions at a minimal cost. Specialty arrangements can be ordered from our florist and added to your bill.

When appropriate, linen is included with served meals and buffets. Some occasions may use cloth placemats as a substitution. Specific colors and styles of linen may be available with adequate lead time. Costs for linen rentals will be added to the cost of the event.

Occasionally some events may include special props or decorations and Dining Services provides many of these items at no cost. If you are planning a theme event, we can obtain various decorations and props at an additional charge. Props and decorations are the property of Dining Services except in cases where by prior arrangement we purchase items specifically for your event. Again, planning will help us meet your expectations.

The College does not permit affixing anything to the walls, floors, or ceiling with nails, tape, or adhesive. The use of glitter or confetti is prohibited.

Guidelines for Alcohol at Events

Skidmore College Catering Services has primary responsibility for selling and serving alcohol at College events. Catering Services requires 30 business days notice for all events requiring alcoholic beverage service. This advance notice is required in order to obtain a permit from the NYS Liquor Authority. Catering services is unable to provide alcoholic beverage service without a temporary permit from the NYS Liquor Authority.

In addition to the guidelines listed, please review the Skidmore College Policy on Alcohol and Other Drugs (AOD) at http://www.skidmore.edu/campuslife/handbook/07-08/alcohol_other_drugs01.htm

NYS Liquor Authority temporary permits are required for all alcoholic beverage service at non-licensed facilities. Alcoholic beverage permit applications must be processed 30 business days prior to the event.

The service of alcoholic beverages at any given event is subject to approval.

Sufficient quantities of nonalcoholic beverages (in addition to water) and food must be available and prominently displayed at all times during an event at which alcohol is served. Any alcoholic punch or other alcoholic beverage must be clearly labeled as such.

Customer Obligation

It is our intention and desire that every event we are involved in meets and exceeds the expectation of our customers. To assist us in achieving that goal, we need accurate and timely information about the event. Who, what, where, and when are all necessary pieces of information that we require when scheduling an event, but there is often other information that may impact your event. Providing the following information when you contact us will help us work to mutual success:

- Name, phone number and address
- Day and date of the function
- Type of function (will it be a dinner, reception, or simple beverage service?)
- Location

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- *Beginning and ending times*
- *Time food is to be served*
- *Estimated number of attendees*
- *Menu suggestions (do you want hot food or cold food?)*
- *Special dietary needs (i.e. vegetarian, lo-fat, lactose-free, etc.)*
- *Beer/wine service**
- *SCIP Card number or alternate payment method*
- *Will it be formal, casual, or in-between?*
- *What is your budget?*
- *While not every decision needs to be finalized at this point, the more you know what you want, the easier your planning will be.*

You may also wish to consider:

- *Are you planning to have a program associated with your event? When will the program occur in relation to the meal service? Before dinner? Between dinner and dessert?*
- *Will there be entertainment that will impact meal service?*
- *Do you have any special seating arrangements? Head table? Number of guests per table?*
- *Have you ordered necessary tables from Facilities Services and any needed equipment from Media Services?*
- *Do you wish to have a reception or cocktail party before your event?*
- *Will you have any activities in the room after the meal that will impact or delay service or cleanup?*

We look forward to working with you.