

CATERING GUIDELINES



ROOM/EVENT RESERVATIONS

Room reservations need to be made before contacting Bucknell University Catering. Room reservations, audio-visual equipment, and table set-up needs are handled through the Events Management office at 570.577.3167. If the event is not affiliated with Bucknell University, please call 570.577.3095. Please inform Events Management of any room set-up needs such as tables, trash receptacles, etc., as Bucknell University Catering does not provide these items. Please inform the Events Management Office of any changes in counts, set-up, etc.

CATERING CONTRACT

In order to plan and schedule properly, THE CATERING OFFICE MUST BE NOTIFIED A MINIMUM OF FIVE BUSINESS DAYS (MONDAY THROUGH FRIDAY) BEFORE YOUR EVENT. If contact is less than five business days, every attempt will be made to satisfy your needs for the event, but menu selection or any special requests cannot be guaranteed. If an event is booked two business days (Monday through Friday) or less prior to your event, a \$10 or 15% of food cost charge, whichever is higher (maximum \$50), will be added to the price and menu selections may be limited. Please contact Catering to plan the food and service to fit your particular needs (special linens, flowers, room configurations) to allow adequate time for planning and preparation. The Catering Office, which is located on the second floor of the Elaine Langone Center, is open Monday – Friday, 8:30 a.m. – 5 p.m.

NOTE: For University events, a budget number is required before an order can be processed.

The catering guide and event form can be found online at bucknell.edu/catering. Complete and return the event form to Bucknell University Catering via e-mail at catering@bucknell.edu.

Information that will be helpful when making your arrangements:

- Theme or purpose for event
- Special layout needs (reserved seating, head tables, linen needs)
- China or disposable table service
- Special dietary and allergen considerations
- Floral, centerpiece, and bar service needs
- Seasonal food availability
- Weather — is rain site required?
- Program details — awards ceremonies, speakers, etc.
- Alcohol — will beer or wine be served?
- Any VIP guests

When making arrangements, please be prepared to provide the following information:

- Name of your group/organization
- Date/time (start and end) of event
- Location
- Number of guests (Note: this must match the room request set up)
- Phone number and address
- Budget parameters
- Form of payment (i.e. university account number, direct billing, cash)
- Style of service (i.e. served, buffet, carry out, delivery set-up)
- Name of contact person

After the arrangements have been made, a confirmation will be e-mailed to you. Please review it carefully. If everything is correct, sign and return it to the Catering Office at least three days prior to your event. Once signed, the event sheet serves as the contract. If the contract still requires changes, please contact the Catering Office.

GUEST COUNT, CHANGES & GUARANTEE POLICY

When booking the event, the expected guest count must match the room request set up and should be as accurate as possible. Bucknell University Catering will plan, bill, and purchase food based on this number. Final counts and all changes must be received by e-mail 72 hours (3 business days, Monday–Friday) prior to the event. Those received within 72 hours cannot be guaranteed, and will incur a \$10 or 5% of the food cost charge, whichever is higher.

Events canceled within 24 hours of the event or numbers decreased by 25% or more within a 24-hour time frame will be charged for any specialty products purchased for that event as well as any expenses incurred in preparation for the event. Cancellations on the day of the event, or failure to cancel, will be billed the entire amount.

STYLE OF SERVICE

Formal

All courses are served at the table. Depending on the number of guests at the event or time constraints, the salad and/or dessert courses may be preset on the table. Pricing is based on single-menu entrée selection. If two or three entrées are chosen, Bucknell University Catering requires a specific guest count for each entrée ordered 72 hours (three business days) prior to the event. If a breakdown of entrée choices is not available, we recommend you consider an entrée combination plate or additional charges may be incurred.

Buffet

This style offers a variety of menu options — not to exceed 3 main entrées (one to include vegetarian). Buffets offering three entrée choices will be priced at the highest entrée price with an additional 35% added to the total of your meal. Quantities of food prepared will adequately serve the number of guaranteed guests, but this does not imply all-you-care-to-eat. Buffet services for 12 people or less will incur an additional charge of \$5 or 5% of the food cost, whichever is higher. Buffet service for five people or less will be charged an additional \$15. A buffet is suggested under the following circumstances:

- Guests arriving at different times
- Physical layout of the room
- Mixed crowd requiring a varied menu
- Lack of proper facilities to serve formal style

ATTENDANTS

All package and buffet prices include attendants appropriate for the guest count. If an attendant is requested or required for events with hors d'oeuvres, a la carte, or other items not already including attendants, \$24.50 per hour, per attendant will be charged. Culinary professional fees are \$37 per hour. Attendant/culinary fees include set up and clean up times. Additional charges will be incurred if the event is held off-campus.

CHINA/LINENS

Events held within the Elaine Langone Center will be provided with china unless otherwise designated. Events held outside the Elaine Langone Center will be provided with disposable ware; however, if china is desired a charge of \$3 per person will be incurred. Basic paper supplies are included with meals. All others will be charged at a minimal cost. Please contact the Catering Office for the appropriate pricing.

All buffet/food table linens will be included in the price of the event. Upon request, seating tables using linen will be covered with a standard 85" x 85" ivory table cloth at a charge of \$7 per table. Other sizes and colors of linens may be ordered upon your request and will be charged accordingly.

PRICING

We reserve the right to adjust or change pricing based on location, seasonal availability, and current market price of products found in this catering guide. Once the contract is signed, the prices are guaranteed. Sales tax will be added to the final bill for all non-University events unless proof of sales tax exemption is provided. Please note that student organization events not funded by the University are subject to sales tax. There will be an additional charge for all non-University events.

CARRY OUT SERVICE

Carry Out Service can be arranged for items to be picked up at the Bostwick Marketplace or Catering office. The responsibility for the prompt return of any equipment is the clients. There will be additional charges for any equipment damaged or not returned within two business days. Please note, Bucknell University Catering only loans or rents equipment and supplies when food is provided by Bucknell University Catering.

UNIVERSITY CATERING POLICY

University departments and student organizations are required to coordinate their on-campus catering needs with the Bucknell University Catering and are not authorized to contract directly with outside caterers. Donations of food from outside sources are prohibited.

Pennsylvania Department of Agriculture (Department of Health) Policy states: *“No food prepared in a private home or processed in a place other than a commercial food processing establishment shall be sold or used in the preparation of foods offered for sale, sold or given away.”* Only food that is prepared in a licensed food service establishment may be served at catering events.

Due to insurance liability, the University must prohibit student organizations from cooking for large groups of people.

There is a catering credit available for events that meet certain requirements in which students with Anytime Access or one of the swipe meal plans are participating. Please contact the Catering office for more information.

ALCOHOLIC BEVERAGE POLICY

Any event where alcohol is to be served must be in full compliance with Bucknell University's Alcohol Policy. University-funded events must receive permission from the Dean of Students to have alcoholic beverages served and must meet specific requirements. A signed Alcohol Permission Form must be on file with Bucknell University Catering prior to your event. Check with the Events Management Office for this form and the policies and procedures you need to follow. A copy of the alcohol policy is also available from that office. University events must have a bartender.

State law does not permit Bucknell University to provide alcoholic beverages to non-University events. However, non-University events receiving permission to have alcohol are required to use Bucknell University-trained bartenders who are TIPS certified. Non-University events must provide their own alcohol, which must be removed once the event is over. Events with alcohol will be charged \$3 per person for bar set up.

ALLERGENS & DIETARY CONCERNS

Bucknell University Dining recognizes the top nine allergens: eggs, fish, milk, peanuts, sesame, shellfish, soy, tree nuts and wheat. These top nine allergens account for 90% of all allergies. We are aware that there are other allergens and dietary concerns, and we will make every attempt to accommodate those as they arise.

If you are aware of an allergy or dietary need for a guest attending your event, please bring it to our attention as soon as possible so proper menu arrangements can be made.

Please be aware that our food is prepared in facilities that process nuts and gluten.

CHARGE SUMMARY

- Events received two business days or less, charged an additional \$10 or 15%, whichever is higher (maximum \$50)
- Events canceled or counts changed within 24 hours or same day – Charged for any specialty products purchased for the event
- Events changed less than 72 hours before the event – Charged an additional \$10 or 5% of the food cost, whichever is higher
- Three buffet entrée items – Highest entrée price plus an additional 35%
- Buffet – 12 people or less – Charged an additional \$5 or 5% of the food cost, whichever is higher. Parties of five and under will be charged an additional \$15.
- Per attendant/bartender for an event – \$24.50 per hour (Bartender includes one hour before and one hour after event)
- Bar set up fee – \$3 per person
- Per culinary professional for an event – \$37 per hour
- China charge for outside the Elaine Langone Center – \$3 per person
- 85" x 85" ivory table cloth – \$7 per table
- 85" x 85" ivory table cloth with linen napkins – \$11.50 per table
- Events starting at 8 p.m. or later – \$27 after-hours event fee
- Event deliveries off campus more than 10 miles may incur additional charges

BUCKNELL UNIVERSITY CATERING CONTACTS

Catering Office | catering@bucknell.edu | 570.577.3704

Angie Cimino, Director of Catering | ac057@bucknell.edu | 570.577.3704

Katelyn Breeding, Assistant Director of Catering | kr025@bucknell.edu | 570.577.7524

Sadie Miller, Catering Supervisor | sym001@bucknell.edu | 570.577.1071

Stefanie Mertz, Catering Coordinator | sam051@bucknell.edu | 570.577.2130