

## **CATERING HOURS**

### **Academic School Year Hours:**

Monday through Friday: 7:00 am – 8:00 pm

Saturday and Sunday: 7:00 am – 3:00 pm

### **Summer Semester & Break Hours:**

Monday through Friday: 7:00 am – 5:00 pm

Saturday and Sunday: 7:00 am – 3:00 pm

### **Holiday Hours:**

Closed for School Holidays

## **BOOKING PROCEDURES**

Reserve the room for your event through the appropriate office.

Fill out an event confirmation form, and indicate how the room is to be set up. Be sure to include and specify tables used for food and beverages. Most buffets will require 3 tables to accommodate service. Send the original form to Office of Instruction (M163), not Dining Services.

**Submit a Dining Services Catering Requisition at least 2 weeks before the function date. Catering Requisitions that are received less than 1 full week prior to the day of the event will be billed a 20% accommodation fee.**

The requisition must contain the following information in order to be processed:

- A. An authorized signature
- B. A college budget account number
- C. All pertinent information for service to be rendered
- D. An attached copy of the Event Confirmation form with room diagram table set up.  
(If changes occur please send a revised copy to Dining Services)

Recommended set up time should be two hours prior the event and two hours for break down for Dining Services. The actual size and scope of the event will determine the break down time required. Please contact the Catering Manager for further details at (ext. 2555).

## **CATERING SERVICES**

All Catering events are based on providing a drop-off to the requested location, on the Glen Ellyn Campus. All catered events are served with disposable products. Catering Services will clear all non-disposable equipment at the requested pick up time or before the end of business hours for that day.

All events requesting china service will require wait staff to set up, service and clean up. China service is available for up to 200 guests for an additional cost of \$3.00 per place setting. China service is not available for west campus and off campus satellites. For events over 200, please contact the Catering Manager to determine user fees.

Meal Tickets can be purchased for groups that would like to use the café. Please complete a Dining Services Requisition and contact the Catering Manager (ext 2555).

## **POLICIES**

To obtain catering services, please fill out a completed Dining Services Catering Requisition (orders on a College Facilities Requisition will not be accepted). We apologize that we cannot accept phone or e-mail orders.

For Security and liability purposes, please be aware that no person other than authorized foodservice employees are allowed in the kitchen due to DuPage County Health Department regulations. Access for all non-foodservice personnel is restricted. Anyone not abiding by these policies will be in violation of DuPage County Health Department codes.

Send all requisitions to Dining Services via interoffice mail. If the requisition has not been received 2 weeks prior to the event, please fax (630-942-3642) a copy of the original before sending it through interoffice mail. The original requisition must be received by the Catering Department in order to provide the requested menu and services for the event.

If you would like to meet with the Catering Manager please call the office (630-942-2555) to schedule an appointment. Once the appointment has been scheduled, please tell the E.E. Gibson cashier that you are here to see the Catering Manager. We will then accompany you to our office in the kitchen.

We welcome you and your guests to enjoy our food while on the College of DuPage campus. Due to Department of Health regulations and Quality Assurance Policies, left over food and beverages are not allowed to leave the event location after the event has ended. Guests are not permitted to take left over food to go. Dining Services does not

credit unused food and beverage items. **All perishable food must be cleared by Catering Staff no longer than 3 hours from the scheduled serving time.**

In order to provide all of our events with quality service and presentation, we would greatly appreciate that you leave all of our equipment at your event's location for our staff to clear. The cost of equipment accidentally removed from an event location will be billed to the event.

### **CATERING GUARANTEES**

Dining Services guarantees to provide quality food and service. In order for Dining Services to provide you with the best possible service for your event we must be able to plan accordingly. A guaranteed number of guests must be provided no later than 3 business days prior to the day of your event (not including the day of the event, weekends, and holidays). If it is necessary to increase your number of guests after the final guarantee, a 20% surcharge will be added for the additional items. We will provide you with available options upon your increase to meet your planned menu. If your count decreases after the final guarantee your event will be billed for the original number of guests.

### **CANCELATIONS**

If an event is canceled less than 3 business days prior to the day of the event, the event will be charged for any expenses already incurred. Should it be necessary to cancel the day of the function, the event will be billed at full cost.

### **PRICING**

Catering services provided in this brochure are based on delivery, set up and clearing during normal Catering Service hours.

All Buffets and Dinner Entrees are based on a minimum of 15 guests. Variations to the Catering Guide Menus can be made to customize your event. Please contact the Catering Manager to discuss special arrangements.

**A minimum order of \$25.00 is required for all Catering Orders (Monday-Friday)**

**A minimum order of \$200.00 is required for all Weekend Catering Orders.  
Requisition must be received 2 weeks prior to the date of event.**

Large events (100 or more guests), may require a staffing fee of \$24.50 per hour (4 hour minimum) for each additional wait staff needed.

Events that require multiple set ups (i.e. breakfasts, breaks, lunches, dinners) throughout the day may be charged for wait staff to set up, service and clear the events. Please contact the Catering Manager for estimated costs.

Outside groups that are planning to hold an event at College of DuPage must use Conference & Events Services to submit the orders for their events. If a department is co-sponsoring an event they can submit the orders on a Dining Services requisition and request an advance total on the orders. The group they are hosting can then issue a check to reimburse them.

Catering services provided at any of the College of DuPage satellite locations, will require a \$50.00 delivery fee. Please contact the Catering Manager (ext 2555) to discuss special accommodations.

## **FOOD WAIVERS**

Catered food services are available to the college and to outside groups using any college facility. No food or beverages may be brought on campus for any event unless previously approved through Dining Services. The college is not responsible for food brought to the college by individuals. The College's provisions for catering is that the Dining Services is responsible for all food related functions and will approve outside catering services using college facilities on or off campus. In some instances outside caterers may be utilized, however, Dining Services reserves the right of first refusal for any catering event. The Dining Services Director and the Director of Business Affairs must approve all catering events provided by the outside caterers. A Food Waiver Request Form must be submitted through Dining Services, documenting the reason for the request. **Once an event has been waived by Dining Services, the approved caterer is responsible for providing all necessary supplies, equipment, and services needed for the event.**

Outside Caterers may be assessed a flat fee or administrative charge for providing service on campus, as determined by the Director of Business Affairs. Food Waivers can be found on the Business Affairs Intranet Site for Dining Services located at [www2.cod.edu/busaffairs/websiteba/websitenew/dining.htm](http://www2.cod.edu/busaffairs/websiteba/websitenew/dining.htm).

**We recommend that copies of all appropriate forms from the outside caterer be kept by the responsible person for future reference.**

