

# FAQ'S

## 1. When should I place my order?

We recommend booking your event as early as possible. We suggest booking your event a minimum of 2 weeks prior to your event. Traditional event length is 2 hours; if additional time is needed additional charges will be incurred. Events planned in less than 5 business days will be charged a late accommodation charge.

## 2. When is my event final guarantee due?

In preparing for your Special Event, your final guarantee is due 3 working days prior to your event. For events under 500 guests we will be over set by 5%. For events over 500 guests we will be over set by 3%. If you miss the 3 day deadline, you will be charged for the guest count on the signed contract. If your event needs to be cancelled, please contact your Event Planner as soon as possible.

## 3. Can I bring in outside food or beverages?

No outside food or beverages can be brought in to SUB for your event. Any permitted donated beer or wine is the sole responsibility of the client, to include the removal of any or all product at the end of the event. If wine is permitted, please consult your event planner for corkage fees.

## 4. Can I use floral centerpieces and programs for my event?

Clients may bring in and place their centerpieces and programs for their event. Please consult your event planner for the best style and time of placement of centerpiece for your event.

## 5. Can I have a small private event?

Yes, for private parties under 25 there is a service charge of \$30.00. If you would like a Chef or a Carver at your event, the service charge is \$65.00 per hour. If a Bartender is needed for your event, the service charge is \$30.00 per hour.

## 6. Can I order food items and beverages to be dropped off at my location on Campus?

Yes, we can deliver cold foods and beverages as a drop off. There is a \$25.00 delivery charge for events under \$75.00. High quality paper products to include utensils will be provided. You must supply a table. If needed, we can provide tablecloths and chine at an additional charge. When booking your event, you can arrange a specific time that best suits your needs, and also arrange a time that is convenient for pickup of the catering equipment. If the equipment becomes damaged or lost, a full replacement charge will be added to your bill.

## 7. Can I upgrade my event from paper to china?

Yes, no problem! China and glassware can be provided at additional charge. Ask your event planner for the details.

**8. Does Catering provide tables and chairs outside of the SUB?**

No, Catering provides service from the table up. If the Catering staff is required to move furniture, a minimum of \$50.00 will be added to the bill. Ask your event planner for contact information.

**9. Who is responsible for trash removal at an outdoor event?**

The client or organization hosting the event is responsible. Please make prior arrangements with the Physical plant for trash removal at 277-2421.

**10. Is there an additional charge for events held at the UNM Golf Course Pavilion?**

Yes, there is an additional charge of 15% plus 6.75% NM tax.

**11. Is there mileage charges for off campus events?**

Yes, \$4.00 per mile per vehicle each way. Please consult with your event planner for the details.

**12. Can I order extra attendants for my event?**

Yes, extra attendants can be requested for an additional charge of \$20.00 per attendants, for a two hour minimum.

**13. Do we pay sales tax on our events?**

Yes, if your event is a non-University sponsored event you will be charged the current NM tax rate.

#### **LIMITED FINANCIAL RESOURCES?**

Please contact our Catering Manager to discuss our menu options available for parties of fifty or more within the Student Union Building.



**UNM Catering**

[www.dineoncampus.com/unm](http://www.dineoncampus.com/unm)