The Facts Of Catering

All activities on campus requiring University space and services need to confirm availability through the University’s Conferences, Reservations, and Events Services Office (CRES). A member of the CRES staff will guide you through the catering process. Contact the CRES office at: (704) 687-0715 or conferences.uncc.edu for further details. In some cases, some on-campus groups may be able to deal directly with the Catering Department, please contact CRES should you feel your event qualifies for this option.

Placing an Order

Although Chartwells attempts to provide a wide array of standardized menus, if your event requires a special menu to meet the needs of your event, please contact the Chartwells Catering Office directly (704-687-0690). Chartwells uses an online ordering system called Catertrax, a real-time point and click ordering system for all of its catering contracts. You can place your order online at http://uncc.catertrax.com. If you do not have an account, you can create a profile and login to access the order guide and place your order. Please note that Catertrax will not allow for orders placed less than 72 hours before the start of the event because of the UNC Charlotte AP process.

Service Options

For all served meals, please add $1.65 per person China charge and use the following formula to calculate the additional cost of the function:
- For every 15 guests, add 1 server.
- Labor is charged at $10.20 per hour, per server (4 hour minimum)
- Bartender services are charged at $15.30 per hour, per bartender (4 hour minimum)

Delivery Fees

There are no delivery fees for services in the Cone University Center, Barnhardt Student Activity Center, Student Union, Bissell House, Harris Alumni Center or Center City Building. Services outside these areas will be subject to a delivery fee of $10.00 or 10% of the total bill, whichever is greater. For deliveries off-campus, Catering Services will quote customers a delivery fee depending on services rendered. Pick-up is available at no additional charge between 8:00am and 5:00pm Monday thru Friday. It is the guests’ responsibility to ensure that facilities and rooms are unlocked for set-up, delivery, and/or clean-up services. Should a room be unavailable when Catering Services arrives, a return trip will result in an additional $25.00 charge on your bill. Please contact CRES to ensure that your event is scheduled and the appropriate equipment is reserved.
Planning and Guarantees

Please plan and confirm food and beverage arrangements at least two weeks prior to the desired event date. Any event booked less than 3 business days (72 hours) of the event will be subject to a $50.00 fee. All cancellations must be made 3 business days prior to the event date. If it is necessary to cancel, 50% of the latest guaranteed contract will become the responsibility of the guest.

To ensure precise production, a final guarantee for the number of guests to be served is required 3 business days prior to the event date. Your guaranteed number of guests represents the minimum billing. Should the number of guests in attendance exceed the number guaranteed, the final billing will reflect these changes.

Alcohol Beverage Set-Ups

The University has a strict policy for serving alcohol. Please refer to the UNC Charlotte website, www.uncc.edu or contact CRES for additional information concerning alcoholic beverage service. A full bar set-up is $1.75 per person. All necessary bar items, except alcohol, are provided with this charge, including beverages and mixers. Beer and wine set-ups will be $0.50 per person. These prices are for quality plastic cups. We will be glad to provide your bar set-up with glassware for an additional $1.53 per person. All bar set-ups include ice and cocktail napkins. Bartender fees are $15.30 per hour plus set-up fee for one hour before and after the event (4 hour minimum).

Flowers, Linen & China

We will be glad to order special floral arrangements or decorative requests for an additional fee. There is no charge for china service on buffets or served meals in Cone University Center, Barnhardt Student Activity Center, Student Union, Bissell House, Harris Alumni Center or Center City Building. Casual buffets, receptions and breaks requiring china will be an additional $1.50 per person. Tablecloths will be provided for all food and beverage tables set up by the Catering Department. Linens and skirts for any other tables are available for an additional charge and requests must be made in advance. The charges are as follows:

52” Square Tablecloth................................................................. 3.62/each
85” Square Tablecloth................................................................. 4.08/each
54” x 114” Banquet Tablecloths................................................... 4.08/each
120” Round Floor length.............................................................. 16.00/each
Linen Napkins........................................................................... 0.77/each
Balanced U

We know that nutrition and healthy eating is very important to you and we take that very seriously. Our Balanced U program states our commitment to using the most nutritious products obtainable and healthiest cooking methods possible in our kitchen. To find out more please visit: www.dineoncampus.com/unccharlotte and click on “Total Health.”

Zero Trans Fat

All oils used in our kitchens have been transitioned to Zero Trans-Fat oils, the lowest level of saturated fats. Canola Oil is considered by many nutrition experts to be the healthiest of all commercially available oil and fat sources. It’s rich in vitamin E and a good source of omega-3 fatty acids.

Ocean Friendly Seafood

UNC Charlotte Catering Services has partnered with the Monterey Bay Aquarium’s Seafood Watch program to assure that all seafood served complies with strict sustainability requirements. By choosing only sustainable seafood, we can rebuild depleted fish stocks and reduce ocean pollution.

Cage Free Eggs

Compass Group is the only foodservice provider to take a stand on animal welfare by offering only HFAC certified cage free shell eggs in all of our accounts. This policy change affects roughly 48 million eggs and 200,000 hens annually! Our exclusive partnership with Egg Innovations assures product quality and availability to our customers year round.

Biofuel

What happens to our used cooking oil? 100% of our waste cooking oil is recycled into biodiesel.
Payment Options
Chartwells Catering accepts multiple forms of payment, including cash, foundation or cashier’s check, money order, Visa, Mastercard, American Express or UNC Charlotte account billing. All event payments must be made prior to the beginning of the event except UNC Charlotte account billing (see below) before the contracted services will be provided. For the UNC Charlotte account billing, Chartwells Catering requires a purchase order through the purchasing department using the 49er mart system. This process requires a contract from Chartwells in addition to the required FBAE form and guest list. A moodle course is available on the 49er mart process as well as a help line through email (help@uncc.edu) or by phone (7-3100). If you should have additional questions, your campus business manager can direct you. The purchase order must be received by Chartwells Catering before the event begins so that the contracted services may be provided.

Contact information
The Chartwells Catering offices are located in the Cone University Center (#5) on the main UNC Charlotte Campus Map and is proud to serve the UNC Charlotte community. Mailing address: Chartwells Catering / Cone University Center – Room 243/ 9201 University City Blvd/ Charlotte/ NC/ 28223

Catering Department:
(704) 687-0690
Fax Questions or Changes to:
(704) 687-5259
Office Hours:
Mon. - Fri. 8:00am - 6:00pm

In the event that you require assistance during non-business hours, please phone the emergency contact line 704-519-7836
Food, Beverage, and Amenity Expense Documentation
Supporting Documentation to Policy Statement #33, Appropriate Use of University Funds

This form is required to support expenditures processed on an invoice or Direct Pay Request (DPR). For an expenditure description and allowable fund source information, please refer to Policy Statement #33, Appropriate Use of Funds. Attach this completed form to an invoice or Direct Pay Request (DPR) in addition to the appropriate receipts and additional supporting documentation if required. For questions regarding this form please contact the Travel and Complex Payments Office at travel@uncc.edu or the Tax Office at 857-5818.

Policy Statement #33, Appropriate Use of University Funds, was approved on June 15, 2010 and can be found at the following link: http://www.uncc.edu/policies/ps-33.html

1. Select an expenditure:
   - Advertising, marketing and promotional items
   - Alcohol
   - Amenities
   - Awards and gifts
   - Business meals
   - Conferences, Seminars, Workshops, Committee Meetings, Training Sessions and Retreats (select type)
     - External Conference (attach agenda, curriculum and invitation)
     - Internal Conference (attach agenda, curriculum and invitation)
   - Training Sessions
   - Retreats
   - Conference rooms for the employee
   - Conferences of donors and development of community and institutional relationships (attach sponsorship/event form)
   - Entertainment
   - Group meal (attach Group Meal Calculation Form)
   - Parking-related expenses
   - Recreational meals
   - Relocation and moving costs
   - Retirement and/or faculty receptions (attach announcement)
   - Student-oriented activities
   - Other: ____________________________

2. Is alcohol part of this expenditure?
   - Yes: cost of alcohol including tax: ____________________________
   - No

3. Details of Expenditure
   - Date: ____________________________
   - Location: ____________________________
   - Names of person(s) involved:
     ____________________________
     ____________________________
     ____________________________
     ____________________________
   - Person(s) business relationship to the University (e.g. University staff, faculty, donor, potential donor, interview candidate, etc.):
     ____________________________
     ____________________________
     ____________________________
     ____________________________
   - Business purpose and description:
     ____________________________
     ____________________________
     ____________________________
     ____________________________

4. Attach receipts and additional documentation as necessary
   Original receipts are required and must show the printed date, place of purchase, and total amount of expenditure. When a credit card is used, some businesses provide a carbon copy of the transaction, which will suffice as an original. Attach additional documentation and forms as necessary.

5. Certification Statement
   I certify that the above information is complete and accurate and the expenditures incurred are an ordinary and necessary part of University business and my employment at UNCC Charlotte.

______________________________
Signature of individual requesting payment or reimbursement

______________________________
Date

______________________________
Signature of Supervisor or Department Approver

______________________________
Date

USE PAMPHLET FLOW