

UNIVERSITY FOOD PROCEDURE

PLANNING YOUR EVENT

1. Secure location for your event with Special Events and Scheduling Services(<https://www.usi.edu/specialevents/request/form/>)
2. Contact the catering office no later than **14 days prior to your event**, even if you have not yet finalized details.
3. **Browse the Catering Guide at usi.sodexomyway.com**
4. **Send an email to catering@usi.edu or call the USI Dining Services at 812-465-1652.**
5. You will receive a **Catering Contract**: this document will outline the terms of your agreement with **USI Dining Services**. It will include all catering details and requirements; (including but not limited to) University account number and/or PO number, financial manager, time, date, location, menu selections, number of attendees, professional services & equipment. Submit your contract to BuyUSI to obtain a PO number. The Financial Manager's signature on the Catering Contract implies that he/she has read and agrees with USI Dining Services Policies and the information contained in the Catering Contract is correct. Necessary corrections or adjustments must be communicated to the USI Dining Services Office by phone or email and may be noted directly on the Catering Contract.
6. **Return the signed contract through email, or to the USI Dining Services (UCW 007) at least seven (7) days prior to your event. Failure to return at least seven (7) days prior to your event deadline, will cause your food order to be cancelled.**
7. USI Dining Services requires a guarantee of the number of people attending all food functions **SEVEN (7) days prior** to the event. The guarantee is the minimum number billed. Should attendance exceed the guarantee, the bill will reflect the actual number of guests served. Guarantees should reflect the expected number of guests as accurately as possible. Should unexpected guests attend, all efforts will be made to accommodate them. Please be mindful that the guarantee number cannot decrease after the **SEVEN (7) day deadline**. A **FIVE (5%)** increase change may occur up to **THREE (3) days prior** to your event.

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8. The Catering Manager must notify of cancellations (in writing **seven (7) days** prior to your event). If there are changes or cancellations after the **seven (7) day deadline**, you will be responsible for expenses up to 100% of charges.

- **Grill Rental Procedures:**

The cost to rent a grill is \$70.00. All groups utilizing USI Dining Services food service grills must order all food, condiments, tableware, and flatware through USI Dining Services. Your group will receive all the food ordered, chaffers, serving utensils, and cooking utensils. Special order food service items must be ordered by the case. We will only split cases for items kept on hand. USI Dining Services will offer grilling services for an additional charge, \$25.00 per hour, per grill, per person (griller). Directions for lighting and cleaning grills will be posted on each grill. **Grills are subject to availability.**

- **Replacement of grill equipment:**

A replacement fee, the cost of the equipment, will be charged for unreturned and/or damaged equipment (includes all equipment, cookware and utensils) automatically to the University account number on the contract.

- \$50.00 – replacement of grill brush
- \$5.00 - replacement of lighter
- \$50.00 – cleaning charge
- \$50.00 - replacement of fire extinguisher
- \$10.00 - replacement of wheel blocks
- \$150.00 – replacement of propane bottle

- **Special Meals:**

We will accommodate special diets (vegetarian, vegan, etc..) with advance notice. Notice must be given at least **seven (7) days prior** to your event.

- **Removal of Food:**

Due to Health Department recommendations and in maintenance of safe food handling requirements, USI Dining Services policy prohibits the removal of prepared food items not consumed during an event.

- **Alcoholic Beverage Service:**

Permission for alcoholic beverages service at a sponsored event must be granted by the University of Southern Indiana. Contact Special Events and Scheduling Services at (812) 464-1930. There **must** be food accompanying

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any alcohol served. All alcohol must be provided and served by USI Dining Services.

- **Donations:**

Donated food from an outside vendor for any event must be approved by Sodexo Management. All potluck events food must be prepared by the participants to be consider a potluck.

- **Service Staff & Attendants**

To ensure your event is a success, catering staff will be provided for all served meals, and most buffets. Continental breakfast, breaks, and receptions are priced per self-service.

The charge for each staff member is:

Attendants/Waitstaff \$25.00 per hour

Station Chefs \$50.00 per attendant

Bartenders \$75.00 per attendant

- **Pick Up & Delivery:**

Delivery of food & beverage items outside the University Center can be provided to campus locations. There is a \$15.00 fee for deliveries on campus, a \$35.00 fee for the Griffin Center, a \$25.00 fee for deliveries off-campus plus a \$0.70 per mile charge, and a \$25.00 per hour per employee delivery charge.

- **Sales Tax & Gratuities:**

Prices quoted in the catering menu are exclusive of sales tax. Taxes will not be charged with a current Indiana ST-105 Tax Exempt form.

- **Payment:**

All catered functions are billed through the University of Southern Indiana's Business Office. All events are required to provide a valid account number and/or PO number when scheduling an event. Non-University, external groups are subject to 7% state sales tax plus 1% local food and beverage tax.

- **Contact information:**

If you have any questions, our office hours are Monday thru Friday 8:00 am – 4:30 pm or call us at 812-465-1652.