

CATERING & EVENTS POLICY

IMPORTANT DATES TO REMEMBER

1. **One (1) month prior to your event** – All "Alcohol Request Forms" must be completed and submitted for approval. All events involving alcoholic beverage service must receive advanced approval by Purdue University and local authorities.
2. **Two (2) weeks prior to your event** – All menu and setup arrangements, including an updated count of your expected attendance must be turned into you Event Planner. Please indicate any special dietary requirements of your guests at this time.
3. **One (1) week prior to your event** – Should your menu arrangements not be finalized by this time, only a limited number of menu items will remain available for you to select from.
4. **Before 11:00 AM, three (3) business days prior to your event** – The final guaranteed number of your expected attendance is due. If no guarantee is received, the most recent number on record will be considered your guarantee. Should your guarantee increase after the deadline, the Purdue Memorial Union will not be responsible for menu item availability and/or adequate staffing levels. Please remember that we will only prepare food for the number of people you have guaranteed.

IMPORTANT DETAILS TO CONSIDER

1. **Overset policy** – Per your instruction, we will set 5% over your guarantee and no more than a total of 2 additional tables of 8 persons each or 16 total additional chairs. We will prepare food for your guaranteed number, not for the number overset. A 25.00 charge for each table requested, over and above the overset maximum of two will be incurred.
2. **Guarantee** - You will be billed for your guaranteed number or the actual number served, whichever is higher.
3. **Multiple Entrée Selection** - When choosing more than one (1) entrée, please be advised that all entrees will be charged the same as the highest priced entrée.
4. **Delivery Fees** – No delivery fees are assessed for events in the Purdue Memorial Union or Stewart Center. Refreshment orders greater than 100.00 will be delivered to any main campus location accessible by ramp and/or elevator at no charge. On campus deliveries less than 100.00 or to non-accessible locations will incur a delivery fee of 25.00. Deliveries made to off campus locations are subject to a fee of 50.00 for orders less than 100.00 and 25.00 for orders greater than 100.00. An after-hours delivery is considered any delivery prior to 7:00 AM or after 8:00 PM and will incur an additional \$25.00 service charge.
5. **Attended Service** - The rate for waiter-attended service is 15.00 per server per hour including setup and teardown. Safety regulations require that all events containing an open flame require the attention and attendance of at least one (1) waiter. Full service meals are priced to include wait staff.
6. **Decorations** - All displays, signage and decorations must be discussed during the planning process. Smoke machines, flammable materials and exposed flames are prohibited per fire code. All candles must be glass encased. Glitter, confetti and any type of water feature is not allowed in any PMU or Stewart Center room and will incur an additional clean-up fee.
7. **Breakfast and Lunch Buffets** – We require a minimum guarantee of 25 people. If the minimum guarantee cannot be met, the guarantee must either be raised to meet the minimum or a 25.00 surcharge will be assessed.
8. **Dinner Buffets** – We require a minimum guarantee of 50 people. If the minimum guarantee cannot be met, the guarantee must either be raised to meet the minimum or a 50.00 surcharge will be assessed.
9. **Custom Menus** – Our talented Culinary and Events Professionals will assist you with every detail, creating the perfect menu for your special occasion.
10. **Special Dietary Requests** – We are happy to assist in accommodating your guests' needs and offer options to meet dietary restrictions. Please ask you Event Planner for options. Requests must be finalized at the time of the guaranteed final count to insure availability and guest satisfaction.
11. **Food Removal - Per university policy and for the health and safety of all guests, perishable food and beverages served on University property are NOT permitted to leave the premises of the catered event.** Health regulations require that we return all perishable unused food and beverage to our facility at the conclusion of the event. Please consult your Event Planner for clarification. Ala-cart, pre-packaged food items along with canned/bottle non-alcoholic beverages are the exception to this policy. PMU Catering and Events is the exclusive food and beverage provider within the PMU and Stewart Center facilities.

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12. **Methods of payment** – We accept Visa, MasterCard, Discover, American Express, Corporate and Personal Checks made out to Purdue University, and Recognized University A/R Account Numbers/Cost Center.

A. ROOM CHARGES

a. Meeting Room facilities within the Purdue Memorial Union and Stewart Center

There will be no charges for meeting space if you are using the standard room setup and do not make any alterations to it. There will be no charges for additional tables, chairs, panel/speaker table and registration table, provided this request is included with your original setup arrangements (due 2 weeks prior) and does not alter the standard room setup in any way. Any changes made to the standard room setup or any modifications made to the room setup at the time of the event will incur the following Setup Service Fees per each occurrence:

Setup Service Fees for Meeting Rooms

(1) Normal capacity of 72 or less	60.00
(2) Normal capacity of more than 72	120.00
(3) Lounge furniture removal for PMU 118, East Main Lounge, West Main Lounge	150.00

b. Stewart Center 302 / 306

(1) When used as a Catering Space:

STEW 302/306 will follow the existing Catering Space Fee Policy applicable to "Prime Catering Space" in PMU. There will be no additional charges assessed for tables and chairs. There will be a 1.50 per person fee for white china and glassware service.

The following room charges may be reduced by any catering order. Reductions may not exceed one-half the total catering food and beverage bill, exclusive of tax and gratuity.

i. ONE ROOM 100.00

ii. BOTH ROOMS 150.00

(2) When used for Meetings, Trade Shows & Dances:

STEW 302/306 will follow existing policies applicable to all other meeting rooms in Stewart Center. Standard Setup Fees will apply whenever the standard room setup is altered. There will be no additional charges assessed for tables and chairs if arrangements are submitted at least two weeks prior to the event. Cleanup charges will apply whenever extra cleanup is warranted.

c. Room (Day Part) Fees for Prime Catering Space in PMU*

(North and South Ballrooms / East and West Faculty Lounges / Anniversary Drawing Room / PMU 118)

Day Part #1 (DP1) Breakfast: 7:00 AM – 9:30 AM

Day Part #2 (DP2) Lunch: 11:00 AM – 2:30 PM

Day Part #3 (DP3) Dinner: 5:30 PM – Midnight

- Should your event's end time extend beyond the specified Day Part end time, thereby preventing the reutilization of the Prime Catering Space by another group for the next Day Part, fees will apply to all Day Parts affected by your event.
- Standard cancellation fees will apply to each Day Part that is reserved and later released. Fees will be prorated according to the existing Cancellation Schedule.
- For RSO's and University events it is possible to reduce or potentially eliminate a Day Part fee with a PMU Catering and/or Beverage order. One-half of your food and beverage bill, exclusive of sales tax, service charge will be credited toward the Day Part fee in which the catering occurs (i.e., a catered dinner may reduce or eliminate the Day Part fee only for the evening Day Part but may not be applied toward a reduction of any other Day Part fee). For Non-University events, the Day Part Fee is the minimum Food and Beverage needed to off-set the respective Day Part fee.

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Room (Day Part) Fees and /or minimum Food and Beverage for Prime Catering Space in PMU*

Non-University Sponsored Events:	DP1	DP2	DP3
Ballroom (1) each	500	750	1500
Faculty Lounge (1) each	160	250	480
Anniversary Drawing Room / PMU 118	120	170	300
University Sponsored Events:	DP1	DP2	DP3
Ballroom (1) each	150	300	400
Faculty Lounge (1) each	100	150	200
Anniversary Drawing Room / PMU 118	100	150	200
Recognized Student Organization Sponsored Events:	DP1	DP2	DP3
Ballroom (1) each	100	150	250
Faculty Lounge (1) each	50	75	100
Anniversary Drawing Room / PMU 118	50	75	100

d. Cancellation Fees for Prime Catering Space in PMU*

- A deposit will be required at the time of booking for all approved "Prime Catering Space" (i.e., North and South Ballrooms, Faculty Lounges, Anniversary Drawing Room and PMU 118). The deposit will be equal to the respective room rental fee/ minimum food and beverage for the affected day part(s).
- In lieu of a deposit, all University Departments and Recognized Student Organizations will be required to provide a valid and authorized account/cost center number, to which all charges will be billed.
- It is University policy that every event is sponsored by an approved University entity. It is the sponsoring organization and not the third party which is responsible for payment for any cancellation fees.
- The Catering and Events office, acting on behalf of the Purdue Memorial Union, may deny or restrict future bookings until all outstanding financial obligations have been satisfied.
- Cancellation or release of "Prime Catering Space" requiring deposits will be subject to full or partial forfeiture of the deposit according to the following schedule and will apply to each day part booked and subsequently released:

CANCELLATION SCHEDULE

Non-University and University Sponsored Events:

- Cancelled more than 12 months prior _____ Full Refund
- Cancelled 9-12 months prior _____ 75% Refund
- Cancelled 6-9 months prior _____ 50% Refund
- Cancelled 3-6 months prior _____ 25% Refund
- Cancelled less than 3 months prior _____ No Refund

Recognized Student Organization Sponsored Events

- Cancelled more than 3 months prior _____ Full Refund
- Cancelled less than 3 months prior _____ No Refund

* Recognized Student Organizations may reserve rooms only one semester in advance. "Traditional events" may be reserved further in advance.

BUILDING SERVICES CHARGES

for Purdue Memorial Union and Stewart Center (Effective January 1, 2016)

B. SPECIAL SERVICES AND EQUIPMENT

a. Chairs (\$.30 per chair)	Free**
b. Tables	
Up to two (2) Registration tables	Free**
6-foot, 8-foot or card tables (\$ 2.00 per table)	Free**
72/60-inch round tables (\$ 5.00 per table)	Free**
Cocktail Rounds	2.00 / each
c. Portable Staging	5.00 per 6x8 section
d. Portable Dance Floor*	
(1) 12' x 12' or less	100.00
(2) Larger than 12' x 12', up to 18' x 24'	150.00
e. Special Request for tuning of piano (Upright or Grand)	Custom Quote
f. Flip Charts	15.00/day
g. Post-it™ Flip Charts	20.00/day
h. Easels*	Free**
i. Banner Hanging (Outdoor)	60.00
j. Sawgrass Planters*	10.00/each
k. Red Carpet Runner*	50.00

* On a first come – first served basis only. Should it become necessary to rent from an outside source to accommodate your needs, a custom quote can be provided and is the financial responsibility of the customer.

** These equipment fees are waived for Recognized Student Organizations if requested at least two weeks in advance of the event. These fees are included in catered food and beverage events. Events without food and beverage will incur equipment fees.

C. LABOR

a. Maintenance/Setups Staff	25.00/hour each
b. Sound Technician	15.00/hour each
c. Coatroom Attendant	15.00/hour each
d. Required Extra Clean-Up	15.00/hour each

D. COMMERCIAL EXHIBIT SPACE

a. All Areas	60.00/table/day
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E. TEMPORARY TELEPHONE SERVICE

a. If room is equipped with jack:	
Minimum charge for 1 to 4 days	15.00
Daily thereafter	5.00
Maximum (1 month)	40.00
b. If jack is not available	Phone Company Custom Quote

January, 2016