



### **Delivery Fees**

The following schedule of fees applies to all catered events:

All off campus events will be charged a \$55.00 delivery fee within a 25-mile radius of the University. Distances in excess of 25 miles will be charged accordingly.

### **Additional Fees**

All events held in Alumni Gym will require rental of all service ware. The final cost of rentals will be added to the final invoice.

All events held at Elon Lodge that require extensive table set up will be charged a minimum set up fee of \$50 for tables and chairs. All buffet set up is included in your catering cost.

Charges for catered events are based on a 2 hour service time for meals and receptions. Events that extend beyond this time will be charged \$20.00 per hour per employee.

Receptions, breakfast buffets, casual buffets and break services are provided on disposable service ware. China and glassware are available for an additional \$1.59/person. Due to the market, any event not totaling more than \$30.00 will be charged a \$10.00 delivery charge. This covers the cost of labor.

### **Room Set up and Breakdown**

It is the customer's responsibility to ensure the facility for the event is unlocked and available 2 hours prior to meal service or 1 hour prior to a break service.

Table reservations can be made through the Physical Plant Office @ 278-5500, or through the scheduling system. If you need assistance with this process, we will be happy to help.

All rooms must be reserved and confirmed using the scheduling system prior to booking an event with Elon University Catering. If you need guidance with this process you may call the System Coordinator @ 278-5565.

\*Some rooms may require a reservation fee to secure your reservation.

Please make requests for specific table and chair arrangements at the time the room reservation is made. Please forward these arrangements to the catering office either by phone at 278-5330 or by fax at 278-5311.

### **Floral Arrangements**

Floral arrangements may be ordered through Elon University Catering or customers may place an order directly with the florist of their choice.

### **Attendance Guarantees**

A guaranteed guest count is required 3 days prior to the event, or by noon Wednesday before a weekend event. This count is required to ensure that adequate service is provided.

If the guest count exceeds the guaranteed number, we will do our best to provide for unexpected attendees. If we are able to provide food for the additional guests, you will be

billed accordingly. If the actual guest count falls below the guaranteed count, you will still be billed for the guaranteed count given.

### **Alcohol Service**

Elon University Catering holds a fortified wine and malt beverage license. All alcohol consumed at a catered function must be provided through the catering department. Bartender service is required for all events serving alcohol. The bartender fee is \$25.00 per hour with a 4-hour minimum. The bartender's fee will be added to the final invoice. The bartending hour starts 30 minutes prior to the opening of the bar and continues 30 minutes after the bar closes to allow for setup and breakdown. Elon University's Campus has a "No Keg" policy.

### **Additional Information**

When planning your meal and program, please let the catering coordinator know when your program will start. The servers will leave the dining area during your program in order to avoid noise and distractions that may disturb your guests.

To ensure the quality of food at your event, it is very important that your event starts on time. Please encourage guests to be prompt so that we can provide you with the best service and food possible.

Tablecloths and table skirting in standard colors are included for the food tables in the catering prices. Tablecloths for seating tables for casual buffets, break services and receptions are available for an extra \$5.19 per table. Skirting of head tables, nametag, gift tables etc... are available for an extra \$10.99 per table. Standard colors of skirts include burgundy and black. Standard colors of cloth napkins include burgundy, gold and blue. Additional skirting, tablecloths or napkins in specialty colors or prints are available for the rental fee charged by our rental company. Overlays are available for \$3.09.

We are happy to offer white floor length tablecloths for round tables at an additional \$10.99 per table (when linen is already included with your event). These same cloths are available for \$14.99 a piece if chosen a la carte. Additional cloth napkins are available for \$0.40 each.

If you need special Audio Visual Equipment, please contact Media Services @ 278-6598 or use the scheduling system.

Due to Health Department regulations no food or alcohol may be taken from a catered event. It is the goal of Elon University Catering that every event is attractively presented and proportioned for the last guest as it is for the first. Due to this attention to presentation, there may be food or extra plates, cups, plastic ware etc... remaining at the end of your event. This food or service ware will not be billed to the customer and will not be available for take out. Any missing service ware will be added to the final invoice.