

UCSC Conference Services  
University Catering Menu and Policies  
2011

Please review the catering menu and complete the catering form attached. Once the order is received, a representative of University Catering staff will contact you to review the order and discuss event details. The following information pertains to University Catering policies:

- ~ Catering orders are considered final five (5) business days prior to the event date. Changes made after this deadline cannot be guaranteed and cancellations will result in full event charges.
- ~ Santa Cruz County sales tax will be charged for all event orders (excluding UCSC-sponsored events).
- ~ University Catering will arrive approximately one hour prior to the event start time and guarantee setup 15 minutes prior to start time. Catering staff will arrive to take down the event two hours later.
- ~ One attendant will be scheduled for each catered event.
- ~ University Catering can provide basic linen, china, and tableware rentals for your event.
- ~ No outside food and/or beverages may be brought to the catered event.
- ~ Based on public health and safety concerns, University Catering does not permit food or open beverages to be removed from a catered event nor do they package leftover perishable items.
- ~ Buffet Service is available for a two-hour time period only, in accordance with public health and safety requirements. After two hours, remaining items will be removed.
- ~ University Catering is happy to assist in the purchase and service of wine and beer for your event. A \$15.00 corkage fee will be applied to each bottle brought into a catered event (not purchased from Catering). Additional details are available from the Catering representative.
- ~ Your catered event will be billed to Conference Services and added to the conference invoice.