

Cornell Catering Event Guidelines

PLANNING YOUR EVENT:

To ensure availability of menu items and staffing, **Cornell Catering requires a minimum advance notice of ten business days for orders.** Requests received after this may be subject to additional labor charges, limited availability of menu items and/or pickup-only service. Any event, except pickup-only, that is requested later than ten business days before the event will incur an additional \$25 labor fee. Catering Arrangements can be made through the Catering office at (607) 255-5555. A contract will be generated, which serves as confirmation of your event. Review the event details and return the signed contract to the Catering Office.

An interdepartmental Cornell account number is required in advance of your event. If billing will not be processed through a Cornell department, a 50% deposit of the estimated value of the event will be requested in advance. The balance of the event will be requested three business days prior to the event.

A final guest count is required three working days before the event, unless the menu states otherwise. You will be billed for the guarantee count or actual attendance, whichever is greater. A guarantee may not be decreased on the day of the event.

SERVICE TYPES:

Deliveries – All paper service, with linen tablecloths, skirting and fabric, delivered, set up and picked up by catering. Service attendants are not included with deliveries.

Attended Service -- All paper service, with linen tablecloths, skirting and fabric, delivered, set up and picked up by catering. Service attendants are included with attended events. Any events that include sterno heating must have service attendants. For this service, please add **Service Charge of 18%**

China Service – China service with linen and attendants. Prices include delivery, setup, wait staff, breakdown, and pickup. For this service, please add **\$2.00 per person + Service Charge of 18%**

** Additional fees may be added for deliveries off campus, extremely large deliveries or deliveries made during non-operating periods.*

SERVICE CHARGES:

- If you are under the minimum charge or number of persons stipulated for your event, there will be a \$1.25 per person charge up to the minimum amount.
- There will also be additional labor charges for any butlered (passed) food or beverages. Charges will be \$15.00 per hour per butler wait staff.
- Any event that requires a carver or chef to be present will incur a \$150.00 charge per Chef Attendant (this includes carving stations and action stations).

CANCELLATION FEES:

- 7 calendar days notice – 10% of total cost will be charged
- 6 calendar days notice to 48 hours notice – 25% of total cost will be charged
- Less than 48 hours notice – 50% of total cost will be charged
- Less than 24 hours notice – 100% of total cost will be charged

ROOM USE / CLEANING FEES:

- Trillium – \$350.00
- Big Red Barn – \$150.00
- Hughes, Ivy Room, Okenshields, Risley, Robert Purcell Marketplace Eatery and North Star – \$200.00
- Becker House, Alice Cook House, Bethe House – \$350.00
- AD White House – \$50.00 (more than 100 people – \$75)
- Duffield – \$300.00

MENU ITEMS:

If customers choose to split entrees, they will be charged for the higher priced entrée. If you would like to have three or more entrees at your event, there will be an additional per person charge. If Kosher meals are requested, please let us know and we will accommodate your needs.

The pricing in the Cornell Catering menu is subject to change without notice. Menu prices cannot be guaranteed for more than 90 days due to the possibility of market fluctuations.

TIME ALLOTMENTS:

There is a time allotment of two hours for breakfasts, luncheons or receptions, and three hours for brunches and dinners. We estimate that set-up and breakdown require two hours each.

Additional labor charges of \$25.00 per hour per employee will be added to your account if the event exceeds the limited time frame or continues after the scheduled ending time. If there is a speaker, band, or entertainment that extend past the allotted time, additional labor charges will be added. (Feeding these performers will also be included in your contract as the approved price per person).

RENTAL NEEDS / TABLE AND CHAIRS:

Cornell Catering provides the best in china, flatware, linens and other supplies. All of these items will be included in your quoted package. We can provide special linens or other requested items for an additional charge. If any extra table linens or skirting (i.e. nametag table, gift table, etc.) are requested, an additional charge for each item will be incurred:

- Linen tablecloths for banquet tables – \$5.00 each
- Linen fabrics covering tablecloths – \$3.00 each
- Skirting for banquet tables – \$15.00 each
- Napkins – \$1.25 each

All Cornell dining units have tables and chairs, which we can set up for your event. These dining units include Robert Purcell Community Center, Appel Commons, Trillium, Jansen's, Big Red Barn, Ivy Room, Okenshields, Risley and Hughes.

Cornell Catering is not responsible for table and chair setup in the non-dining units. You may need to notify specific building staff regarding room setup, and contact local rental agencies to arrange to have tables and chairs delivered and set up. If Cornell catering staff members are required to move or set up any rental equipment, an additional charge will be added to your contract.

FLOWERS:

Cornell Catering provides fresh flower arrangements for our displays and for all dining tables. If any flowers that we provide are removed from the event, the client will be billed accordingly. We will be happy to order special arrangements or provide votives for you at an additional cost.

BEVERAGE SERVICE / ALCOHOL POLICY:

For events with alcohol service:

- The serving of alcohol at any given event is subject to approval
- Temporary liquor licenses are required for all bars at non-licensed facilities. Alcoholic beverage permit applications must be processed at least 15 business days before the event. Each temporary license will incur a charge of \$60.00 each. We will not be able to provide or serve alcohol at a function booked after this 15-day time period.
- Minimum sales must be met for each bar setup. Once minimums have been reached, you will be billed on actual consumption instead of the minimum. Please contact the Catering Office for details.
- Sufficient quantities of non-alcoholic beverages and food must be available and displayed at all times during an event at which alcohol is served. Any alcoholic punch or beverage must be labeled clearly as such.
- All persons who appear to be under 35 years of age are required to present legal proof of identification.
- Alcohol is served no longer than 4 hours per event. Serving alcohol must end one hour before the end of the event.
- Donated wine will be charged \$5.00 per bottle corkage fee. Donated beer will be charge \$10.00 per case corkage fee.
- Catering personnel must be present at all events where alcohol is served.
- Cornell Catering reserves the right to refuse service to persons who appear intoxicated.
- Cornell Catering reserves the right to refuse service to any individual or group.

REMOVAL OF FOOD AFTER EVENT:

Due to Health Department regulations, only Cornell Catering staff members may remove food or beverage left over from an event.

Cornell Catering
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