



CAMPUS DINING

Catering Policies

Room Reservations:

Before contacting Campus Dining, room reservations must be made through the college events coordinator Becky Yoder at (616)234-3715. Additional items such as podiums, microphones, tables, wireless access, etc. should be discussed at this time.

GRCC Catering Policies:

GRCC Campus Dining Services is happy to serve all your food & beverage needs in the following locations:

- Student Community Center
- Main Building & Cook Hall
- Calkins Science Building
- College Park Plaza
- Learning Corner (Formerly Wealthy Street Learning Corner)
- Tassell M-Tec
- Music Center & Library
- Spectrum Theatre & East Campus
- Sneden Hall & White Hall
- Gerald R. Ford Fieldhouse
- Phyllis Fratzke Early Childhood Laboratory (Opening January 2017)

1) Campus Dining Services reserves the right to refuse any events with less than a 72 hour notice.

2) No food may be brought on campus by outside caterers. *See Note Below.

3) We pride ourselves on providing you with outstanding, high quality food and service for your catered events. In order to ensure our standards for quality and food safety, foods not immediately consumed by guests are unable to be released and taken out of the service area.

Thank you for your cooperation and understanding.

4) All left over food/beverages are property of GRCC Campus Dining Services

5) There is a 10 person guest count minimum for all buffet orders

6) Minimum orders:

\$25 Monday – Friday, 7:00 am until 5:00 pm

\$150 Monday – Friday, 5:00 pm until 8:00 pm

\$200 Saturday, 8:00 am until 3:00 pm



CAMPUS DINING

7) A 10% rush fee may be added to orders received within 24 hours of the event start time (not to exceed \$25)

Final Guest Guarantees:

A final guest count is required no less than 48 hours prior to the scheduled event. If a guaranteed guest count is not received, Campus Dining will plan according to the estimated count given. If the actual count exceeds the guaranteed count, you will be billed for the actual count.

Linen Services:

For any catered food/beverage event, campus dining will supply white table linen for buffets. An additional charge may be added for special color arrangements, folded napkins.

1. The purchase of china service will include white table linen including buffet linen as well as linen napkins for rolled silverware.
2. Specialty linen services including but not limited to table linens, napkins, & buffet linens with no food or beverage service will be subject to a \$15/hour charge for set up with a minimum of 1/2 hour of service billed.

Cancelled Events:

All cancellations must be made within 48 business hours prior to the start of the scheduled event. Events cancelled with less than the required notice will be subject to costs incurred by Campus Dining. In the event of a cancellation please notify the events coordinator and Director of Campus Dining.

*Note: Please refer to item #3 in the Terms, Rules, & Regulations document.

Terms, Rules, & Regulations:

- 1) The client will reimburse Grand Rapids Community College for any damage to college property.
- 2) All clients will adhere to the "NO SMOKING" policy while on campus.
- 3) Internal events including but not limited to departmental gatherings for up to 10 people may opt out of services provided by Campus Dining with the approval of either a BCO, EBCO, College President or Director of Campus Dining. Campus Dining & GRCC will assume no liability for food & services not provided by Campus Dining Services for such events.



CAMPUS DINING

- 4) Failure to vacate assigned rooms on schedule may result in the assessment of a late fee of \$50 per hour. Requests for time extensions must be approved by the Director of Campus Dining or events coordinator @ Becky Yoder 234-3715.
- 5) The client will abide by the Code of Conduct as dictated by GRCC. (Provided upon request)
- 6) The client will pay upon being billed, the cost of security and or custodial at the prevailing rate. (Inquire for current rates)
- 7) Security coverage will be determined by the GRCC Campus Police Department.
- 8) The client will pay for additional staffing, security and facility fees for events scheduled after regular hours of operation. These terms will be discussed prior to the agreement of contract.
- 9) Delivery charges may be levied by GRCC Campus Dining Services depending on scale and location of event.
- 10) The use of alcoholic beverages is prohibited without the prior consent of the GRCC President & Director of Campus Dining.
- 11) Upon determination of alcohol service needs, GRCC Campus Dining Services reserves the right to contract an outside licensed bar service, which will result in associated costs passed on to the customer.
- 12) Payment for services must be received within 30 days of the original invoice date.
- 13) If GRCC is closed due to weather, any catering for that days scheduled events will be cancelled. When an event is cancelled due to weather conditions, or the closing of GRCC, no fee will be levied by the school and the client is able to reschedule for a make-up date. If deposits have been made to GRCC, it will be credited to any future events for that client. If a refund is issued by the college, it will take 7-10 business days to process. I have read and fully understand all Policies, Terms, Rules, & Regulations as stated above.

PRINTED NAME: _____ DATE: ____ - ____ - 20 ____

*SIGNATURE: _____

*Signature only required by non-GRCC customers