



Planning Your Special Event

We pride ourselves in being able to meet everyone's catering needs. The following steps will help you through the process of organizing your special function.



Arranging and Reserving a Date

Even if the date of the event is only tentative, please make arrangements with the catering department so that we can at least get you on our records. All other information such as location, number of guests, time of the function, and menu selection, need to be decided at least ten business days before the function. You may contact the catering department via phone or contact us on our website.



Reserving a Location

Whether the event is to take place on campus or off, the location reservation needs to be confirmed before we will deliver. Tables, chairs, and other equipment will need to be arranged by you through Facilities at 203.932.7087. When making the reservation, please include tables and trash cans needed that UNH Sodexo Dining Services will be using. To reserve a room for an event, please contact Ann Massini 203.932.7199.





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Contact the Catering Office

At least ten days before the event, contact the catering office at 203.932.7185 or email us at catering@newhaven.edu. Some arrangements can be made by phone or email, others require an appointment with Susan Sayers, Director of Catering. This is the time for a thorough discussion of all specifics and details. We can help you make all the necessary decisions to determine which of the services that we offer would best fit your needs. The office hours are Monday through Friday, 8:00am - 6:00pm, closed on some holidays. After we have finalized all the details of your special event, you will receive a confirmation sheet to be signed and sent back to us. All cancellations and final changes, including the customer guarantee count and purchase order number, **MUST** take place at least 3 business days prior to your function. Charges will be incurred if you make any cancellations or changes after this time frame. If you do not contact us with a final count within the 3 business days allowed, we will prepare for the estimated number and charge accordingly.



Event Confirmation and Guarantees

A guarantee is required 3 days before your catered event. This confirmation and guarantee will include the exact times, location, attendance, menu choices and room setup. If your event is cancelled, you are responsible for contacting the catering department and canceling the event. You will be liable for 75% of your food bill for any event that is not cancelled within 3 business days, and confirmed in writing by the customer. If The University of New Haven is closed due to inclement weather, all catering events will be automatically cancelled.





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Payment

All catered functions must have a purchase order before they occur. Cash, Purchase Orders, Departmental Accounts, Foundation Account numbers are all valid payment methods.

Non-University related groups are required to make a deposit of 75% one week prior with the balance due at the conclusion of the event. Tax exempt organizations are required to submit a copy of their exemption certificate prior to their date.



Alcohol Policy

All alcoholic beverages must be served by our personnel, and consumed in designated areas. Proof of age will be required. Sodexo reserves the right to refuse service of alcoholic beverages to any person. All personnel have completed the TIPS Training Program for Service.



Alcohol Service/Policy

A full bar setup (if liquor is planned) at a dinner or reception is \$1.50 per person. All necessary bar items except the alcohol, are provided with this charge, including nonalcoholic beverages, ice mixers, napkins and glassware. We recommend at least one bartender for every 75 -100 guests for beer and wine service. The charge for a bartender is \$25 per hour.





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Attendants

To ensure that your event is a success, catering staff will be provided for all served meals and buffets during the first two hours of service. If additional time is needed, a fee of \$50.00 per attendant for a two hour minimum will be applied. We recommend that you have an attendant for all receptions and breaks for every 75 guests.



Catering Equipment

As the host of the catered event, you are responsible for the equipment we have provided for the service of your catered event. Any missing or damaged catering equipment or supplies will be charged to your account, at replacement costs. In the occurrence of a very large event, specialty equipment may need to be rented. We can provide this for you at an additional charge.



China Charges

Our catering department provides high-quality plastic products as our standard, unless otherwise requested. We also offer china service for any event at an additional charge.

Full Meal Service and Silverware \$2.50pp

Coffee or Beverage China Service \$1.50pp

Reception China and Silverware \$2.00pp



All of the above are charged per person.

Floral Charges

We will be happy to order, receive and handle specific floral arrangements for you. For decorative requests an additional fee will be determined in accordance with your specific needs.



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Linens and Skirting

We will provide linens and skirting for food and beverage tables at no charge. If you would like linen to be placed on guests tables for receptions, breaks, meeting tables and boxed lunches there will be a \$5.00 fee for each tablecloth. Other tables may be skirted and covered at \$5.00 per tablecloth and \$35.00 per skirt. The same applies to registration tables, name tag, head tables, and any additional table that will not be directly used for food setup. Skirting can be done on any table not exceeding one inch in thickness. We can also provide napkins to meet your color scheme for \$.40 each. Specialty linens are available upon request for an additional charge.



Food Removal Policy

Due to health regulations, it is the policy of UNH Dining services that excess food items from events cannot be removed from the event site. Items purchased for pick up should be properly stored prior to the event and removed and disposed of by the host of the event.



