



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 is only tentative, please make arrangements with the Catering Department so that we can at least get you on our records. You may contact the Catering Department at (904)256-7539 or email us at kmaster0@ju.edu as well as through our website at <http://dining.ju.edu>.



Catering arrangements and menu selections should be confirmed at least:

- 10 days in advance for groups under 100
- 3 weeks in advance for groups of 100 people or more

While we can sometimes accommodate your needs with less lead-time, sufficient notice allows us to schedule production and staffing needs, and eliminate any late changes to you.




After we have finalized all the details of your special event, you will receive a fax to confirm with a signature. Please carefully review all information on this event order form for accuracy and completeness before signing. Make any necessary changes, sign, and return via fax at (904)256-7544.




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Changes, Guarantees, and Cancellations




All cancellations and/or changes referring to the menu, count and event arrangements must be confirmed by 72 business hours prior to the event time. Any function that is not cancelled within this time frame will result in a charge of 50% of the event total. If you do not contact us with a final count at least 5 business days prior to the event, we will prepare for the estimated number and charge accordingly.

Payment




All catered functions must have a secured payment before they occur. A signed event form must be submitted prior to service. Credit card and check 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. Non-University groups are subject to a 15% service charge and 7% sales tax for all food and beverages events. Tax exempt organizations are required to submit a copy of their exemption certificate prior to their date.





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Linens



As a standard, we provide table cloths and table skirting for all food and beverage tables. Linen for guest tables are only included with full service plated or buffet meals. Linens for guest tables at receptions, continental breakfast, breaks, and boxed lunches can be provided at an additional charge. The same applies to registration tables, nametag tables, head tables, and any additional tables that will not be directly used for food and beverage set up.

Linen Charges




90" square for round tables - \$4.50

54" square for small tables or as overlays - \$3.50

54" x 120" rectangle for 6' and 8' banquets tables - \$6.50

Cloth and Skirt \$13.50 per table



Other linen colors, depending on availability, may be placed as special orders. Any additional cost for these colors will be charged accordingly. Specialty linens are also available for your food and guest tables for a additional cost, please set up an appointment to view the linens.



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China Charge

Quality plastic and paper products are included with all events. We also offer china service for any event at an additional charge.



Coffee or Beverage Service .50 per person

Full Bar Glass Service \$1.00 per person

Reception China and Silverware Service \$1.50 per person

Full Meal China and Silverware Service \$2.00 per person

All of the above are charged per person



Attendants

Attendants are included for all served/buffet breakfast, lunch and dinner entrée meals for the first two hours of service. If additional time is needed, a fee of \$25.00 per hour, per attendant, will apply. Servers for reception & coffee services are at an additional charge. Server fee of \$35.00 per hour, per server, plus one hour before and after the event, for set up and clean up will apply. To ensure that your event is a success, attendants are required for:

- All functions over 50 people (excluding coffee services)
- All China service events





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Late Charges

If you contact the catering office less than 72 hours in advance and we are able to book your events, a surcharge of \$25.00 over the original selling price will apply. This surcharge is necessary due to the additional cost of planning for last minute events.



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 cost.

Floral and Gift Charges

We will be happy to order, receive and handle specific floral, gift baskets, and/or, decorative requests that are determined in accordance with your specific needs.



Sustainable and Organic Menus

Our culinary staff is happy to produce a sustainable and/or organic menu for your event. We can create fresh and healthy meals using local products that are free of pesticides, hormones and antibiotics. Some items may be limited based on availability. Please plan on paying an additional 30% per person.



Food Safety

Due to health regulations, it is the policy of Sodexo 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.