

Terms and Conditions

Thank you for considering UR Catering for your event! UR Catering, the premier full service caterer of The University of Richmond, offers a wide variety of menu options and services that can be personalized to fit the needs of your event. Our professional catering staff, and talented chefs, will assist in making your event the best it can be.

Reservations

The first step is to arrange for an appropriate location and we recommend that you reserve your space **a minimum of four weeks in advance.**

- Most campus spaces can be reserved through University Events by calling (804) 289-8585. Room rates and other non-catering fees may be secured with the events office at (804) 289-8585.
- Spaces at the Jepson Alumni Center can be reserved calling the JAC directly at (804) 289-8544.
- More about booking your event is available at: <http://catering.richmond.edu/about/book-your-event.html>
- Once UR Catering receives a reservation with a request for catering, we will reply confirming our availability to facilitate your event.

Menu Ordering Guidelines

- Once we have accepted your request for catering, you will be contacted approximately (6) weeks before your event date to plan your event, sooner if your booking is not as far in advance. You may certainly reach out to us before then if you wish.
- Due to the high demand for our business, **menus must be completed (14) days prior to your scheduled event** in order for us to plan all events successfully. A menu is considered completed when the client has reviewed the event order and replied back, in writing, accepting the proposal. **If we do not have an accepted proposal (14) days prior to your event, we will add a Late Menu Fee of \$100 to your event.**
- Catering will try to accommodate last minute requests based on our availability to prepare and service your event.
- Events scheduled less than seven days in advance may be subject to a \$50.00 late booking charge and your menu selections may be limited.

Final Guest Count

- **A guaranteed final guest count is required five (5) business days prior to the date of your event.** This allows us adequate time for staffing and procuring appropriate food quantities. **If catering has not received a final guest count (5) business days prior to your event, we will add a Count Change Fee of \$100 to your event.**
- Your final bill will be based on either your guaranteed number of guests or the actual number served, whichever is greater.
- Any request to increase the guest count after the final due date may result in menu substitutions at the Chef's discretion.

Cancellations

- Events with a value of \$500.00 or more canceled within five (5) business days of your scheduled date will result in a \$100.00 cancellation fee and the cost of all food items already purchased and/or prepared.
- Events less than \$500.00 will be subject to the cost of all food items already purchased and/or prepared.
- Cancellations made two weeks prior to the date of your scheduled event will receive a refund of 100% of your deposit.
- Cancellations made less than two weeks prior to the date of your scheduled event will not receive a refund of your deposit, however the balance of the deposit can be applied toward a future date booked within the next twelve months.
- Catering must be notified by email ([mail to:jwolff@richmond.edu](mailto:jwolff@richmond.edu)) or by phone (804-787-3944) of all cancellations. In addition to notifying catering, you should also notify your booking space contact for your event.
- The University reserves the right to cancel scheduled events due to emergency situations and/or inclement weather.

Terms and Conditions (continued)

Additional Charges to Catering Pricing

- All event pricing is based on a number of factors including: menu selections, your final guaranteed guest count, length of your event, location, service style, labor, and additional charges such as flowers, specialty linen, custom props, and rentals.
- Non - university catered events will be subject **to the 5.3 % Commonwealth of Virginia Sales Tax** and the **6% City of Richmond Food Tax**.
- If your organization is tax exempt, you must provide a copy of your tax exempt certificate that **specifically exempts payment of sales tax on meals**. It is extremely rare that an exemption has been granted for the City of Richmond Food Tax. Tax exempt documents need to be received prior to your event. Please include them with your deposit.
- There is an **18% Administrative Fee added to non-university events**. The Administrative fee is not a gratuity, but a charge to cover overhead, profit, and/or miscellaneous expenses. These costs can include (but are not limited to) office personnel, training expenses, culinary staffing, marketing, vehicle expense, uniforms, and smallwares.
- Depending on the style of service you choose, the location of your event, and your guest count – you may incur additional charges, such as labor or delivery, etc.

Payment

- If a University of Richmond Campus account number is to be used, please provide your account number to the catering manager when planning your event.
- All non-university events require a deposit based on the estimated cost of your event. The remaining balance will be billed by invoice **Net 30 days**. The catering deposit for your event will be included in the reservation document you receive from University Events when booking your space.
- After 45 days, the invoiced amount will be subject to late charges. We accept most major credit cards.
- Wedding events have different terms for deposit and payment. Please speak with our Wedding Event Manager for details.

Alcohol

- University Dining Services holds an ABC license for the convenience of its catering customers. The Catering Department has the ability to provide alcohol for your catered event with a minimum notice of 48 hours in advance.
- If alcoholic beverages are to be present at an event, food is required in sufficient quantity for the duration of the event. Food items should be substantial (e.g., dips, fruit & cheese, hors d'oeuvres, etc.) and not just salted items such as chips, nuts, and pretzels. Food items are to be visible and accessible when alcoholic beverages are being served.
- State law prohibits the service of alcoholic beverages to anyone under the age of 21. We reserve the right to request age identification for anyone believed to be underage. State law also prohibits the service of alcohol to anyone suspected of being intoxicated.
- No guests may bring outside beverages of any kind to an event by UR Catering. Any such action may result in the termination of your event on the spot. The client will be held responsible for paying all costs for the event, regardless of the services terminated, due to unlicensed alcohol consumption.
- No guests may carry alcohol with them at the conclusion of the event and may not take alcohol beyond designated event space.
- The maximum length of alcohol service is 3 ½ hours. In accordance with University of Richmond's policy, if your event is longer than two hours, the alcohol service must end one-half hour prior to the conclusion of the event.
- Whether it's one drink or many, alcohol can affect people in different ways. The way a person reacts to alcohol depends on many factors, including gender, weight, rate of alcohol consumed and one's mood; all of these have an influence on a person's Blood Alcohol Concentration that is present in the blood stream. Please remember that the blood alcohol concentration rate for intoxication while driving in the State of Virginia is point .08%.
- We provide a standard list and inventory of beer, wines and liquor for small to moderate size parties. Large events require at least one week notice to arrange alcohol procurement and delivery.
- We will gladly provide for your special beverage request in case lots when available. However, we regret that donated or homemade beer, wine or spirits are not permitted by law.

Delivery Fees

- Complimentary deliveries will be provided for events on campus with a food order greater than \$ 75.00.
- Campus Events with orders less than \$75.00 will be charged \$20.00 for deliveries.
- Deliveries to off campus locations will be charged \$40.00 for an 8 mile radius, and \$5.00 per additional mile over 8 miles.

Terms and Conditions (continued)

Meal Service Periods

It is important to understand that UR Catering defines the length of meal and break services we provide. This insures our availability for your service period, as well as ensuring the quality of the service we are providing your event. Service periods can be extended, typically with additional cost. We recommend you work with your Catering Manager to insure you are contracting for the proper service experience for your guests.

CONTINENTAL BREAKFAST, BEVERAGE BREAK, SNACK BREAK	1.5 HRS
BREAKFAST BUFFET, LUNCH BUFFET, DINNER BUFFET	1.5 HRS

Linen Fees

- Standard House linens are typically used for catering events. They come in a choice of several colors. Skirting is also provided for catering events. Linen charges will be shown on your estimate when applicable.
- Linen and skirting are usually included when you order a catering package. Receptions, and other unique events not from our catering packages, may incur additional linen and skirting costs.
- House linen may also be rented for non-food events such as job fairs or panel discussions. House linen rentals are not available for events involving any food not supplied by UR Catering.
- Specialty linen is also available in a wide selection of colors and styles. Our Event Managers can assist in the selection of your linen rental choices as needed. Typically, specialty linen is not marked up for events, and any University discounts on rentals are passed along. There is a \$15 handling fee for specialty linen rentals.

Standard Linen cloths:	\$5.75 each.
Standard Linen Napkin:	\$0.35 each.
Table Draping and Skirting:	\$15.00 each.
Hartz Room Linen:	\$20.00 fee.

Leftovers

Due to health regulations, food not consumed may not be taken from catered events. We enforce this policy for the safety of our guests. Prepared food that has not been served, and that has not been compromised, is redirected to the Dining Hall or donated to the Richmond Food Bank when applicable.

