



University Catering Terms and Conditions

Thank you for considering University of Richmond Catering for your event! University Catering is the premier full-service caterer of the University of Richmond and offers various menu options and services that can be personalized to fit your event's needs. Our professional catering staff and talented chefs will assist in making your event the best it can be.

University Catering's First Right of Refusal

The University has determined that all catering requests will be sent to University Catering to determine if University Catering is available to produce them. If University Catering denies your request, you will receive a link through your EMS request to start the food waiver process.

Reservations

- The first step is to arrange for an appropriate location. We recommend that you reserve your space at least three 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 (JAC) can be reserved by calling the JAC directly at (804) 289-8544.
- More about booking your event is available at catering.richmond.edu/book-your-event
- Once UR Catering receives a reservation with a catering request, we will reply confirming our availability to facilitate your event.
- Campus spaces are designated for the types of services University Catering can provide. If a space is booked for a non-designated event and no other designated space is available, University Catering will charge a minimum \$200 staging fee to accommodate the event's needs. Please discuss this with your planner for further explanation.

Order Minimums

Beginning July 1, 2024, internal and external customers wishing to utilize University Catering Services must place a minimum order of \$150 for food and beverages. In addition, a 20-person minimum is required for the following catering menus:

- Continental Breakfast, Buffet Breakfast & Served Breakfast
- Buffet Lunch, Cold Plated Lunch
- Buffet & Seated Dinner
- Receptions

There is no minimum required for ordering boxed lunches.

In cases where the minimum order requirements cannot be met, customers can choose from our Pick-Up Menu and collect their order from the Heilman Dining Center. Alternatively, they may also consider utilizing a vendor from our Approved Vendor List, provided they complete the Food Waiver Request form.

Please note that exceptions to this policy will require approval from the Executive Director of University Dining Services.

Menu Ordering Guidelines

Once we have accepted your catering request, you will be contacted approximately (6) weeks before your event date to plan your event, sooner if the booking is less far in advance. You can contact us before then by calling (804) 484-1441 or by emailing Fotini Williams at fwillia3@richmond.edu.

- Menus must be completed (14) days before your scheduled event for us to plan all events successfully. A menu is deemed completed when the client has reviewed the event order and replied in writing, accepting the proposal. If we do not have an accepted proposal (14) days before your event, we will add a Late Menu Fee of \$100 to your event.
- Catering will accommodate last-minute requests based on our availability to prepare and service your event.
- Events scheduled less than seven days in advance may result in limited menu selection availability.
- Box Lunch orders need to be finalized and received (5) business days before the date of delivery. If a new Box Lunch request is accepted within (5) days of the date of delivery, chef's choice substitutions may be made for breads, fillings, or both due to not having ingredients available in-house.

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, or if the final guest count changes after that, 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 costing less than \$500.00 will be charged the cost of all food items already purchased and/or prepared.
- Cancellations made two weeks before 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 at fwillia3@richmond.edu or by phone (804-484-1441) of all cancellations. In addition to informing catering, you should notify your event's booking space contact.
- The University reserves the right to cancel scheduled events due to emergencies and/or inclement weather.

Additional Charges to Catering Pricing

- All event pricing is based on several factors, including menu selections, your final guaranteed guest count, the length of your event, location, service style, labor, and additional charges such as flowers, specialty linen, custom props, and rentals.
- Non-university-catered events are subject to the 6 % Commonwealth of Virginia Sales Tax and the 7.5% 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 meal sales tax. An exemption for the City of Richmond Food Tax has rarely been granted. Tax-exempt documents need to be received before your event. Please include them with your deposit.
- A 19% Administrative Fee is 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 expenses, uniforms, and small wares.
- 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, or additional fees.
- Payment
- If a University of Richmond Campus account number is to be used, please provide the catering manager with your account number 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. Catering can 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 alcohol to an event catered by University Catering. Any such action may result in the immediate termination of your event. 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 the designated event space. In the case of Basketball games held at the ROBC, Guests in Terrace events will be wrist banded and allowed to bring their Beer or Wine drink to or from their seats. In the event of a liquor bar on a terrace, mixed drinks must stay in the designated area where the event is being held.
- The maximum length of alcohol service is 3 ½ hours. Per the [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 influence a person's Blood Alcohol Concentration that is present in the bloodstream. 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-sized

- parties. Large events require at least one week's notice to arrange alcohol procurement and delivery.
- We will gladly provide for your special beverage request in case lots are available. However, donated or homemade beer, wine, or spirits are legally prohibited.

Delivery Fees

Deliveries to off-campus locations will be charged \$60.00 for an 8-mile radius and \$5.00 per additional mile over 8 miles.

Meal Service Periods

It is important to understand that University Catering defines the length of meal and break services we provide. This ensures our availability for your service period and the quality of the service we provide for your event. Service periods can be extended, typically with additional cost. We recommend you work with your catering manager to ensure you are contracting for the proper service experience for your guests.

Continental Breakfast, Beverage Break, Snack Break	2.0 hours
Breakfast Buffet, Lunch Buffet, Dinner Buffet	1.5 hours

Linen Fees

- Standard House linens, available in several colors, are typically used for catering events. Skirting is also provided. 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:	\$40.00 fee

Leftovers

Due to health regulations and liability, 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 offered for service and that has not been compromised is redirected to the Heilman Dining Center when applicable.

Updated: 5/15/24