

FOOTBALL – RED ZONE 2025 – TERMS AND CONDITIONS

Menu Ordering Guidelines

- Once we have accepted your catering request, you will be contacted approximately (4-5) 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 emailing Fotini Williams at fwillia3@richmond.edu.
- Menus must be completed (10) business 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 (10) business days before your event, we will add a Late Menu Fee of \$100 to your event.
- Catering will accommodate requests less than (10) business days out, based on our availability to prepare and service your event.
- Events scheduled with less than seven days' notice may result in limited menu selection availability.
- IMPORTANT: Event Service begins 30 minutes prior to the official game kickoff. Therefore, all food and beverages (whether alcoholic or non-alcoholic) will not be available prior to 30 minutes before the start of the football game.

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 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, labor, and any additional incurred fees.
- 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 is to be used, please provide the catering manager with your cost center 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.

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 (10) business days in advance.
- Only Beer & Wine are offered in the “Red Zone” Tents. No Hard Alcohol (Spirits/Mixed Drinks) is available.
- 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. Donated or homemade beer, wine, or spirits are legally prohibited as well.
- No guests may carry alcohol with them at the conclusion of the event and may not take alcohol beyond the designated event space. This includes traveling to on of the other “Red Zone” tents.
- 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 and wine for your event. Please note that custom requests will be considered but not guaranteed due to availability and other factors. All custom requests must be made no later than (21) business days prior to your event.