

Catering

Dickinson

CATERING GENERAL GUIDELINES

Welcome!

Our services are available to the College and local community. Catering Services welcomes your patronage and wishes to be of service to you.

We offer a variety of menus and service options to fit most any budget from basic beverage stations to luncheon buffets or waiter-served meals, sophisticated dinners, celebrations, and weddings.

We delight in sharing our recommendations on the art of fine dining that reflects a global cuisine with exquisite presentation. Our catering professionals will attend to every detail to allow you the pleasure of a carefree event. Only the freshest ingredients and highest quality fruits and vegetables meet the standards of our discerning kitchen. Trusted vendors with impeccable reputations supply our seafood, poultry, and meats. Our delectable baked goods are prepared daily, ensuring irresistible freshness.

Taxes & fees

A 6% Pennsylvania state sales tax will be charged to all organizations that do not hold a tax-exempt status. A tax-exempt certificate must be provided at the time of booking to qualify for exemption. An 18% gratuity will be added to the cost of all non-campus functions.

Fees are assessed for additional labor requests, linens, lost items, damaged equipment, and add-on requests for food or non-food supplies.

A delivery fee of \$30 is assessed to on-campus orders of less than \$200. A \$60 delivery fee is assessed to off-campus deliveries for events up to 50 people; an additional \$1 per person beyond 50 people will be charged.

A table service rental fees apply to events outside the HUB; includes plates, drink ware, and flatware. Requests for additional services will be charged according to our a la carte and miscellaneous menus. Cleaning fees will be assessed to events with excessive waste issues: a minimum of \$100 plus \$30/hour per employee required to stay and clean up after an event. Excessive waste includes confetti or sparkles used on tables or throughout the venue; trash or food left on the floor and tables; broken bottles or multiple spills; dirt, mud, rain, snow, leaves, and other inordinately heavy foot-traffic messes; and displaced or broken furniture.

Questions? For additional information, call Dining Services at 717-245-1318.

Placing an order

We have menus to meet a variety of deadlines: “Day-After-Tomorrow” options are available for short-notice events and smaller orders. The “One-Week Menu” offers numerous meal solutions for events planned with just a week or more notice. The “Two-Week Menu” is where you will find service for larger events, “special touch” events of any size, and more complex types of service and food selections. We accept orders with greater notice and encourage clients to let us know of a potential order at their earliest convenience as this allows us more time to work with you to refine the event.

The following information is needed at the time of order:

- Events funded by Student Senate must have advanced, written approval before the event can be placed. Events funded by internal requisition payments require presentation of the

internal requisition in advance.

- Event's primary contact name, sponsoring organization or department, email, phone number, and method of payment.
- A count of attendees is required at the time of order. We recommend that you identify a not-to-exceed number. Counts for One-Week Menu orders cannot be adjusted after placement. Two-Week Menu orders may have the count reduced up until one week before the scheduled event and receive a reduction in cost.
- While the billing will not change, we encourage clients to inform us when the guest count will be less than what was ordered: this protects and extends Dickinson College's financial resources across campus. Unfortunately, leftover food after an event is property of catering services and cannot be kept by the client for other uses. If the guest count at an event is higher than ordered, the client will be charged for the additional guests. Catering will attempt to provide additional food to cover the impact of added guests but cannot guarantee the use of exact menu items or even guarantee the possibility of enough food for a higher guest count.
- We will address special dietary needs such as vegan (VN), vegetarian (VG), gluten-free (GF), and food allergies if provided by the client. Special dietary needs will be plated and served to guests by name in order to ensure guests' dietary needs are properly handled.

Pick Up or Delivery

Deliveries are made **after 7 a.m. and before 7 p.m.**

All non-food items such as beverage dispensers, serving trays, and utensils will be picked up by Catering Services within 24-hours unless otherwise specified; client is responsible for the safe handling and security of these items until returned. Lost or damaged items will be charged to the host.

To avoid delivery charges, items for functions outside the Holland Union Building may be picked up through **Rush Express 7 a.m. to 7 p.m.** Prepared or cooked items may not be available until later in the morning. (Ex. quiche is available after 8 a.m.)

Pick-up items are packaged on or in recyclable disposables; hard black plastic with clear lids or aluminum foil; and recyclable serving utensils. This saves you the trouble of caring for and returning items, so, please, recycle when you are finished!

Changes and Cancellations

Requests to cancel an order must be submitted in writing at least three (3) full days prior to the day of an event. Proper cancellation eliminates charges for food and labor. Improper cancellation will result in a bill for the entire event. We will automatically cancel and not charge for an event if Dickinson College announces a college closing due to weather incidents.

Requests to change a menu may be made up until the deadline for the type of order, e.g. One-Week Menu requests maybe changed up until seven (7) days prior to the event, and Two-Week Menu requests may be changed up to fourteen (14) days prior to the event. Day-After-Tomorrow Menu orders may not be changed after placement.