

**In order to provide a professional presentation of events & to exceed our guests expectations, please use this guide to understand processes & procedures as we work together to achieve a smoothly executed & memorable catered event.**

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## **Event Scheduling & Guarantees**

**The event must be booked 2 weeks prior from your desired date** via the 25Live scheduling system.

Catering must be selected as a resource in order for the proper approval process to take place. Any notes, requests or menus that you can provide at the time of your initial request in 25Live is most helpful to the process.

**The final guarantee head count for an event is due 5 business days before an event.** After that time the count may not be decreased but it may increase. Catering charges will be based on the guaranteed number of guests or the actual number of guests in attendance, whichever is greater.

## **Event Payment & Pricing**

You must provide the department account number when reserving the space in 25Live. If you decide to change your account number after the banquet event order has been processed, it will be your responsibility to contact the business office to make the appropriate change.

In order to receive college pricing on any event, we must obtain a college account number. Without this, taxes and regular pricing will occur.

Prices are subject to change without notice. However, prices in effect at the time your Banquet Event Order (BEO) was created will be honored.

Included with each event will be china or black plastic ware, depending on the menu and location of the event.

Linens are included in the price for each event to cover all tables for food presentation, registration tables and dining tables. An additional charge will be added for special table linen requests such as exhibit/conference tables.

Labor is included in the price of each event. There may be additional labor fees if our staff must remain past the 2 hour service time. Any knowledge of events that will exceed 4 hours must be made aware to the Catering Manager for proper planning.

## **Planning**

An agenda is preferred when available to confirm meal and program times. If an event begins more than 30 minutes after the scheduled starting time, Catering Services cannot be held responsible for the overall quality of the meal. The Client will be responsible for any additional labor costs incurred. These costs will be applied to the catering bill.

Breakfast/lunch/dinner buffets may not be left out longer than 1 hour, regardless of the length of your event.

Breaks/Snacks may not be left out longer than 2 hours, regardless of the length of your event. If you would like an additional refresh/service after the 2 hour mark, additional fee will follow.

China may only be used in Susquehanna/Swatara rooms. All other locations will utilize plastic ware.

Plated Meals: Only two different types of plated entrées may be selected for an event. Not including special dietary needs.

## **Policies**

Cancellations: We must be notified at least one week prior to your scheduled event. Beyond that time, you will be charged for the event. Exceptions: Weather, etc.

Guest Minimum: For groups less than 20 people, there will be an additional service fee of \$20.

All food and beverage must be supplied by the Elizabethtown College Catering department due to our strict health code regulations. No outside Food or Beverage will be permitted

**Due to standard Board of Health practices, leftover food items may not be permitted to leave the premises.**



# Alcohol Policies

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All events must be scheduled by, or have written approval of the President, which will be based on a description & purpose of the event two weeks prior.

Events may be scheduled at the end of the work day, the evening, or on weekends.

## Permitted Beverages & Locations

**President's House:** Beer, Wine, Champagne & Spirits

**Alumni House:** Beer, Wine & Champagne

**Writer's House:** Beef, Wine & Champagne

**Susquehanna/Swatara:** Beer, Wine & Champagne

Alcohol may only be consumed on the premises and may not be taken off-premises or conveyed to others off premises. Following are allowed premises:

**President's House:** Inside, Side Yard, Back Yard

**Alumni House:** Inside, Terrace, Back Yard

**Writer's House:** Inside & Back Yard

**Susquehanna/Swatara:** Inside the Building

## Planning

All events must offer an alternative, non-alcoholic beverage & must also serve food in sufficient quantities.

All food & beverage will be provided by Dining Services. Event sponsor may not provide their own alcohol or outside food & beverages. Event sponsors may not charge participants for alcoholic beverages or for participation in the event.

No student organizations are permitted to sponsor events at which alcohol is served. **Exceptions:** President's Graduation Picnic, OT Congratulatory Function for Master's Students

## Policies

No cash bars will be permitted.

Alcohol may not be served for longer than two hours. Only RAMP/TIPS certified servers are permitted to serve alcoholic beverages.

Proper identification is required for service. All events shall be designed for participants of legal drinking age, no underage persons shall be invited or allowed to participate. Special occasions may occur at which that time, approval must be met by the President.

Anyone who is visibly intoxicated or who is behaving improperly, service will cease and they must leave the premises upon request of Dining Services Staff.

Dining Services is fully authorized to enforce these rules by all reasonable means, including the use of campus security. Any group, organization or participant that violates the rules will not be permitted to organize or participate in any function involving alcohol and may be subject to college disciplinary action.

