



ASUCLA CATERING POLICIES

Choosing Facilities

ASUCLA Catering provides service to many areas on the campus, including (but not limited to) Ackerman Union, Kerckhoff Hall, James West Alumni Center, Morgan Center, Tennis Center Club House, Sunset Canyon Recreation Center, Anderson Graduate School of Management, Royce Hall and The Center for Health Sciences. Reservations should be made with the appropriate facility prior to contacting ASUCLA Catering. Arrangements for tables, chairs, and audio-visual equipment should also be made with the facility. Please feel free to call our catering staff for any guidance you may need.

Advance Notice

To make your function flow smoothly, we recommend that you place your order as early as possible. For large events, especially those on popular dates, such as graduation weekend, more advanced planning is advisable. ASUCLA Catering can and does accommodate orders on the same day. However, late orders, if approved, may be subject to a surcharge commensurate with the complexity of the event.

Selecting Your Menu

Our menu selections represent our most popular offerings, however your catering managers will be happy to personally assist you in planning a special menu to suit your group's specific needs and budget. It is our pride and pleasure to serve your needs with quality, creativity, and personal attention.

Specialty Services

ASUCLA's creative staff can assist in designing your menu. In addition to exquisite cuisine, the catering team can help with party themes, atmosphere, linen, floral arrangements, as well as props, decorations and music.

Special Conditions/Other Fees

Minimum Purchase: The required minimum order is \$50.00 for service within Ackerman Union, Kerckhoff Hall, or other campus locations. Minimum purchase requirement may be higher for certain weekend and holiday or special-occasion events. An additional service fee may be imposed if event delays result in extra labor hours. Extra charges will be incurred with the use of china, servers, and linen. Additional after-hour fees may apply. Please ask your catering consultant for rates. All menu and service prices are subject to change.

Food and Beverage

In compliance with University Health Regulations, ASUCLA Catering must provide all food and beverages served on its premises. Exceptions must be approved in advance by ASUCLA Catering and will be subject to plating and corkage fees.

Guarantees

In order to ensure the success of your function, please notify ASUCLA Catering of your final guarantee two business days prior to the start of your function. This will be a minimum guarantee, not subject to reduction. We will be prepared to serve 5% over your guaranteed number. You will be charged for the actual number of guests served, or the guaranteed amount, whichever is greater. If ASUCLA Catering is not notified two business days prior, the expected attendance will become the guarantee.

Cancellation

Events or menu items cancelled or changed after the original placing of your order will be subject to the following charges: Cancellation or change within TWO working days of event: 25% of total cost of cancelled or changed items. Cancellation or change within ONE working day of event: 50% of total cost of cancelled or changed items. Cancellation or change after 12 noon the day prior to event: 75% of total cost of orders.

Alcohol Policy

ASUCLA Catering can provide wine and beer service, but we do not hold a liquor license and therefore cannot sell alcohol. Your coordinator can assist by ordering beer and wine and arrange for the purveyor to bill you directly, or you may provide the alcohol. ASUCLA Catering can supply bartenders, set-ups, condiments, mixers, carafes, and any glassware. We will be happy to receive, chill, transport and inventory any alcoholic beverages delivered to our office at no charge. Please feel free to speak with our catering managers regarding these arrangements and any associated charges. Any event in Ackerman Union, Kerckhoff Hall or other ASUCLA buildings involving alcoholic beverages will require an ASUCLA Catering Bartender and any necessary attendants.

Billing Information

University groups are required to use an LVO form, or a University Purchase Order for amounts over \$500. Attached to the LVO, you will need to provide a list of attendees or a program for the event. ASUCLA Student Government groups must present a general requisition, properly approved and signed, for the specified amount. After this requisition is received, no increases may be made to the order unless additional authorization is presented at least 48 hours in advance of your event. Off-campus groups may make payment with cash or check directly to the ASUCLA Catering Office. For social functions, payment in full for your function must be made three (3) business days prior to the event; by cash or cashier's check. A non-refundable deposit is required at the time of signing the confirmation or proposal letter. In the event of cancellation, ASUCLA Catering shall be entitled to retain this deposit as liquidated damages.

ASUCLA CATERING SPECIALIZES IN CUSTOM MENUS; PLEASE ASK ONE OF OUR CATERING CONSULTANTS

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