

Reservations and Catering

Reservations may be made through the Conference Facilities Department office at 677-3056. **Food and beverage requests must be made one week in advance at 677-3056 to enable us to provide menu items desired.** An additional fee will be charged on orders made with less than the required week notice.

Wedding Receptions

For more information please call (309) 677-3056.

Guarantees

Beverage orders require 24 hour notice of guarantee. Beverages **with a food order require** 72 hour advance notice of guarantee. **Weekend** functions require notice of guarantee by noon on Thursday. The guaranteed number must be given at that time. Groups will be held responsible for 95% of their guarantee.

Cancellation

Beverage contract cancellations must be made at least five hours prior to the event. Cancellations of FOOD contracts will not be accepted unless they are made 24 hours before the event or by 10:00 a.m. Friday for weekend events. A fee will be charged, for failure to notify the Student Center Operations Office of the cancellation of a facility at least 8 hours prior to event.

Billing

Party will be billed within 15 days following the event. Bills are payable directly to Bradley University.

Service Outside Student Center

Price quoted will reflect an additional \$1.50 per person for all meals outside Student Center. Delivery charge outside the Student Center is \$16.95.

Pickup Orders

Pickup service may be made through the Conference Facilities Department at (309) 677-3056.

Weekend / Holiday / School Shutdown

Due to extra costs involved, a minimum food and beverage charge of \$200.00 (not including delivery) will be required for functions scheduled on Saturdays, Sundays, legal holidays and school shutdown periods. Any exceptions must be made by the Director of Food Service.

Food Left Over

Food left over from an event will remain the property of Food Service. The reason for this policy is one of compliance with health regulations.

Catering Supplies and Decorations

Decorations must be approved by Student Center Operations prior to the event (309) 677-3054. The hosting organization will be held responsible for replacement costs for any damaged or lost equipment. If equipment is scheduled for pickup the day following an event, the organization is responsible for overnight security and storage of equipment. If pickup location is changed, the group must advise Catering where it may be picked up. If pickup is attempted and the equipment is missing, the organization will be billed an additional \$5.00 per day per piece of equipment until it is returned. No equipment may be removed without prior notification to the catering office.

Program

After the meal and before the program begins, Food Service requires time to clear all the soiled dishes. When a function is scheduled as such that a program is started before the end of the meal and the catering department is requested to delay its procedures until the end of the program, an additional charge of \$1.00 per person will be assessed to the cost of the meal.

Late Charge

When a meal function is scheduled after 5:00 p.m. and the hosting party delays the scheduled serving time for the event more than thirty minutes, an additional charge of \$1.00 per person will be assessed to the cost of the meal.