



Planning Your Special Event

We pride ourselves in being able to meet everyone's catering needs. The following steps will help you through the process of organizing your special function.



Arranging and Reserving a Date

Even if the date of the event is only tentative, please make arrangements with the catering department so that we can at least get you on our records. All other information such as location, number of guests, time of the function, menu selection, special dietary or religious accommodations must be decided at least ten business days before the function. **You may contact the catering department via phone at 352.588.8345 or e-mail us at catering@saintleo.edu.**



Reserving a Location


Whether the event is to take place on campus or off, the location reservation needs to be confirmed before we will deliver. Tables, chairs, and other equipment will need to be arranged by you through **Saint Leo University, Facilities Management and Media Services** in the building where the event will be held. When making the reservation, please include tables and trash cans needed for the event.






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Contact the Catering Office




At least ten days before the event, contact the catering office at 352.588.8345 or email us at catering@saintleo.edu or stop by our office located at the SAC Building. Some arrangements can be made by phone or email, others require an appointment with the Catering Manager - Luis Bernabe. This is the time for a thorough discussion of all specifics and details. We can help you make all the necessary decisions to determine which of the services that we offer, best fit your needs. After we have finalized all the details of your special event, you will receive a catering arrangement document to be signed and sent back to us.

Event Confirmation and Guarantees



This confirmation and guarantee will include the exact times, location, attendance, menu choices and room setup. All cancellations and final changes, including customer guarantee count and payment, MUST take place at least 5 business days prior to your function. If you do not contact us with a final count within the 5 business days allowed, we will prepare for the estimated number and charge accordingly. If your event is cancelled, you are responsible for contacting the catering department and canceling the event. You will be liable for 75% of your food bill for any event that is not cancelled within 5 business days, and confirmed in writing by the customer. If Saint Leo University is closed due to inclement weather, all college catered events will be automatically cancelled, at no charge to the customer.





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Payments

All catered functions must have a secured payment before they occur. Credit Cards, cash, check and Departmental accounts are all valid payment methods. Non-University related groups are required to make a deposit of 75% one week prior with the balance due at the conclusion of the event.



Delivery Fees

A Delivery fee to any location in Saint Leo Campus is \$25 and a delivery fee of \$50 to any off-campus function within 20 mile range will apply to all catered events. Arrangements may be made to be pick up smaller orders during business hours.



Alcohol Service/Policy

A \$50 set-up fee applies for all Saint Leo University open bar (beer and wine only) events. All necessary bar items except the alcohol are provided with this charge, including nonalcoholic beverages, ice, napkins, and plastic cups. An additional charge for glasses will apply. We require at least one bartender for every 75-100 guest for beer and wine service. A fee of \$100 per bartender for a four hour minimum will be applied.



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Attendants

To ensure that your event is a success, catering staff will be provided for all served meals and buffets. A fee of \$20.00 per hour, per attendant for a five hour minimum, will be applied. We recommend that you have an attendant for all receptions and breaks.



Catering Equipment

As the host of the catered event, you are responsible for the equipment we have provided for the service of your catered event. Any missing or damaged catering equipment or supplies will be charged to your account, at replacement costs. In the occurrence of a very large event, specialty equipment may need to be rented. We can provide this for you at an additional charge.



China Charges

Our catering department provides high-quality plastic products as our standard, unless otherwise requested. We also offer china service for any event at an additional charge.

Full Meal Service and Silverware \$1.50 pp

Coffee or Beverage China Service \$1.00 pp

Full Bar Glass Service \$1.00 pp

Reception China and Silverware \$1.50 pp



All of the above are charged per person.

Floral Charges

We will be happy to order, receive and handle specific floral arrangements for you. For decorative requests an additional fee will be determined in accordance with your specific needs.



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Linens and Skirting

We will provide linens and skirting for food and beverage tables at no charge. If you would like linen to be placed on guests tables for receptions, breaks, meeting tables and boxed lunches there will be a \$10.00 fee for each tablecloth. Other tables may be skirted and covered at \$30.00 each table. The same applies to registration tables, name tag, head tables, and any additional table that will not be directly used for setup. Skirting can be done on any table not exceeding one inch in thickness. We can also provide napkins to meet your color scheme for \$1.00 each. Specialty linens are available upon request for an additional charge.



Late and Minimum Charges

A late charge of \$35.00 will be assessed for any event booked with less than 48 hours notice. Any changes made once the event has been confirmed, under 48 hours, will be charged \$15.00.



There will be a minimum charge of \$15.00 for beverage orders and \$25.00 for food orders, not including the delivery fees. Arrangements for orders less than the minimum amount can be made if they are picked up during office hours.

Food Removal Policy

Due to health regulations, it is the policy of Saint Peter's Hospitality Services that excess food items from events cannot be removed from the event site. Items purchased for pick up should be properly stored prior to the event and removed and disposed of by the host of the event.

