

This flyer has been designed to answer the most frequently asked questions regarding how to plan catering events on campus.

Please take a few moments to review this flyer prior to using the new catering guide.

We look forward to working with you!

Step 1: Plan the Space via ACP Web

- * Reserve your date and location
- * Arrange Your Physical Plant Needs
- * Order Audio Visual Equipment

How to Plan Your Catering Event

*A Tool
for
The Albany College of
Pharmacy*

Thinking About Serving Alcohol ?

1. Confirm that it is acceptable to serve alcohol to the expected guests in the anticipated location as per the campus alcohol policy
2. NYS requires notice of ***21 business days*** for a permit. This permit is required to serve any beverage containing alcohol to even one person
3. \$50.00 Fee is charged for each necessary permit

How Much Notice Do You Need to Give?

During the Academic Year

Beverages, Snacks, Deli Platters, Box Lunches
three (3) business days
Receptions, Luncheons, Dinners, Custom Events
three (3) business weeks
Events for over 100ppl could require more notice
six (6) business weeks if possible

Non-Academic Weeks

Beverages, Snacks, Deli Platters, Box Lunches
six (6) business days
Receptions, Luncheons, Dinners, Custom Events
four (4) business weeks
Events for over 100ppl could require more notice
six (6) business weeks

We understand that last minute orders arise periodically, and we will do our best to accommodate your needs. However, costs can rise significantly when we do not receive lead time. Late orders may be subject to a surcharge to cover associated costs, generally 20% of

planned event price or \$15.00 minimum

Attendance, Billing, and Cancellations

Guaranteed Attendance:

Three (3) business days in advance of the event, you must provide a guaranteed number of guests.
You will be billed for the minimum guarantee or the number of guests who actually attend, whichever is greater.

Billing Information:

For On Campus customers, dining services requires a signed function agreement including the full name and department to be charged for the event.

Late Cancellation:

Events cancelled less than 72 hours prior are subject to fees based on unrecoverable costs, generally **50% of planned event price. However, we will do our best to accommodate your unforeseen circumstances.**

Delivery and Supervisor/Waitstaff Fees

Delivery:

There are no delivery fees for events of \$50.00 or more for events in the Albany College of Pharmacy Building during regular business hours : Monday through Friday 7:30am - 5:00pm.

In some cases, delivery fees could range from \$5.00 - \$200 depending on associated costs due to location, date, or time of the event. Delivery fees should be discussed with a manager or supervisor during the event booking process. Every effort will be made by dining services to keep fees to a minimum.

Attendant Charges:

Should your event require an attendant to be on location before or after regular hours, a \$25.00 per hour fee will be charged.

Wait staff and attendants can be added to special events for an

additional fee to be determined based on the event.

Sales Tax and Service Charge

Sales Tax:

8% sales tax will be added where applicable. **There is no sales tax added to bills to on campus accounts**

Service Charge:

15% service charge will be added to prices for off campus groups. **This service charge is waived for On-Campus customers**

Other Services

Flowers and Decorations:

We will be happy to provide you with flowers and/or decorations for a nominal cost, or you may make arrangements for them on your own.

China and Linen:

A variety of services and linen colors are available. Please consult the catering guide

Step 2: Call to arrange Food and Beverage

Dining Services provides custom catering at all levels and prices.

This guide is intended to provide a sampling of our most popular menus and services. Please call us with your ideas, concerns, and budget constraints.

We will do our best for you!

Sodexo Campus Services

at
The Albany College of Pharmacy
445-7218