

This catering brochure is designed to provide you with some of the information you need to plan your special event. This is just a sample of the menus available. We will be happy to customize a menu that specifically meets your expectations.

Any provisions for catered services need to be made at least ten business days prior to the event for ordering and staffing purposes. Coffee and beverage services need to be called at least five business days prior to the event. Our staff will do everything possible to accommodate your last minute needs however, some menu selections may not be available and delivery times may be slightly delayed.

Planning Your Event

Curry College Dining Services Phone Directory

Dining Services General Manager: 617-333-2318

Dining Services Office: 617-333-2319

Catering Manager: 617-333-3168

Dining Services FAX Number: 617-333-2276

E-mail Address: catering@curry.edu

Guarantee Number:

A final count of participants is required at least three (3) business days prior to your event. This count is your guarantee number. On your bill, you will be charged for the guarantee number or the actual attendance, whichever is greater. Please note, Dining Services cannot guarantee full services for an actual attendance exceeding 5% of your final guaranteed number.

Cancellations:

Best efforts will be made to mitigate costs on cancelled catering events. But, any such costs incurred will be billed to the group/department cancelling.

Payment:

A valid on-campus account number should accompany all requests for catering services affiliated with an on-campus group. Catering services which are to be billed to an off-campus group requires a 50% deposit at the time of ordering with the remaining balance due in full on the day of the services.

China Service:

All catered services will include disposable utensils, paper goods and all necessary condiments. Arrangements for delivery with china services must be made in advance. There will be a minimum \$50.00 service charge for all events requesting China/Glassware service outside of the Student Center. This charge will be higher for large events and will be quoted in advance.

Minimum/Late Charges:

There is a \$25.00 minimum order for all catering deliveries. A 24 hour advance notice is needed for all catering orders to ensure availability of staffing and product. It may be necessary to add a \$25.00 late charge for any order called in less than 24 hours in advance of service depending upon conditions. Orders that are under the \$25.00 minimum or ordered less than 24 hours in advance may be picked up in the Global Marketplace.

Labor Charges:

A reasonable amount of service labor is commuted as part of the services listed. However, catered events that required additional attendants i.e. attended functions, upscale receptions, and waited meals will be charged \$65.00 per wait staff/attendant. Additional labor beyond 3 hours will be charged at a rate of \$20.00 per hour per wait staff/attendant.

Any event planned outside our normal operating hours: 7:00 am – 4:30 pm will incur a minimum \$25.00 service charge to cover the cost of setup, delivery and clean-up. This charge will be higher for larger off-hour events and will be quoted in advance.

Additional Charges:

A forty percent (40%) service charge on food and beverage services will be added for all non-campus groups. In addition, a six and a quarter (6.25%) sales tax will be added to the final bill, unless proof of state tax exemption is provided prior to the services being provided.

Linens and Table Skirting

Dining Services supplies all linens and table skirting required for the food service tables only, unless otherwise specified. Table linens are included in the quoted pricing for full meal service only i.e. beverage services, receptions and non-meal functions will incur an additional charge of \$3.00 per cloth, \$7.00 per skirt and \$.75 per napkin.

A \$15.00 labor charge will be added to all linen services requested for events not requiring food service outside of the Student Center. All non-food linen requests must be ordered a minimum of seven (7) days in advance. With shorter notice, an additional charge may be incurred depending upon available inventory. These costs will be quoted in advance.

Equipment:

Dining Services maintains a reasonable amount of equipment to service your needs. However, for some larger events or functions requiring more upscale equipment than we have available, it may be necessary for us to use a rental agency. If this is necessary, those additional charges will be quoted at the time your event is scheduled.

Flowers and Table Centerpieces:

Dining Services will decorate food service tables with seasonal flowers and greens as appropriate to the specific event at no additional costs. Any decorations beyond this and centerpieces can be provided at an additional charge which will be quoted in advance.

Menu Substitutions:

Dining Services reserves the right to vary available menu selections when necessary due to seasonal market conditions.

Room Reservations:

Curry College staff schedules use of all rooms on campus. Please follow the Curry College Room Reservation Guidelines for booking all event spaces.

Room Set-up and Table Requests:

All room set-ups and table requests should be directed to the Curry College Buildings & Grounds Department via the Set-Up Request Form attached. The person or group scheduling a catered event is required to include the food service tables necessary on their Set-Up Request Form. The Dining Services staff will provide this information at the time that the catering services are scheduled.