

Catering Policies

Timelines

Ten business days notice is required for all catered events (other than simple refreshments; see below). Price quotes and special menu options for items not listed on the menus may be available upon request. A minimum of two weeks notice is required in order to receive and process a special request.

Simple Refreshments

Five business days notice is required for catering requests for refreshments for less than 50 people.

Minimums

Most prices in the catering menus reflect a minimum of 15 people (unless noted otherwise). Buffet and served meals with fewer than 15 people will require additional charges.

Guarantees

A guaranteed guest count is required five business days prior to the event. If the menu includes a choice of entrées, the number of each entrée is also required and the client is responsible for indicating the selections at the guest table (colored ticket, on the place card, etc).

Changes

A minimum of five business days is required to make changes to existing catering requests.

Cancellations

A minimum of 72 hours notice is required to cancel or make changes to an existing catering request. Within 72 hours of the event, clients will be accountable for all charges.



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Food and Beverage

All food and beverage items must be provided by Ithaca College Dining Services. Due to health regulations, it is the policy of Ithaca College that remaining food items cannot be removed from the event site.



Alcohol Service

For planning and ordering purposes, a minimum of 30 days notice is required for events with alcohol held outside the Campus Center and ten days notice is required for events with alcohol held inside the Campus Center. An alcohol permit fee will be charged if an event is cancelled or the date is changed. Permits are valid only for the original date and time requested.



Kosher/Special Dietary Needs

Kosher meals and meals to meet special dietary requirements are available. Normal timelines and prices do not apply for these services. Arrangements for these meals must be made at a minimum of ten working days in advance to receive a price quote and to allow for special orders.

Service Products

Ithaca College is pleased to provide 100% compostable, environmentally-friendly products as our standard for casual events. These items include plates made entirely from post-consumer recycled materials, wheat starch utensils and polylactic acid cups. Our staff properly disposes of these materials. China Service is also offered for any event at an additional charge.



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Catering Equipment

As the host of the catered event, the client is responsible for the equipment provided by Ithaca College. Clients will be charged for any missing or damaged catering equipment or supplies at replacement costs. Special equipment may also be rented for an additional charge.

Floral Arrangements

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

Additional Charges

Additional charges may be applied if an event exceeds normal building hours, requires extra attendants or labor, involves special requests, etc.

