

NIACC Food Service Administrative Policy as approved by President's Council

Thank you for your interest in hosting a catering event on the North Iowa Area Community College campus. NIACC offers a combination of attractive facilities and a talented catering staff to make your event very special. Please read through the following information, and then sign on the last page (when applicable) to formalize your agreement with the College.

All food and beverages served on NIACC's campus will be provided by NIACC Food Service unless an exemption has been granted. This is a per event process.

The process for catering exemption is as follows:

1. Client contacts event planner/event planner contacts Food Service
2. Food Service will inform the event planner as promptly as possible if unable to do the catering event
3. A catering exemption form with the 1st right of refusal policies is forwarded and signed by the client and then given to the Food Service Director to approve
4. After approval/denial the event planner will send a copy to the client
5. Proper documentation from caterer must be approved by the Food Service Director and be on file 3 business days prior to event-if not using Hy-Vee East

Bookings

We must have a guarantee by 1:00 p.m. at least 3 business days prior to the event (not including the day of the event). We will accept an increase in your guarantee in less than 3 working days prior to the event with the exception that we may not be able to increase the quantity of every menu item, but we will serve a substitution.

You will be responsible for 100% of your guarantee or actual number of guests served; whichever is greater. If a guarantee is not provided, your last estimate becomes your guarantee. The guarantee is a firm commitment by the client and will be strictly enforced. We will require 2 weeks prior notice with the menu and food style (buffet, served, or delivery), as well as 2 weeks prior notice with an educated guess for a count. We will require 2 weeks notice with the serving time; if the serving time changes, additional charges may occur.

Payment Arrangements

Acceptable forms of payment include cash, check, and credit card (VISA and MasterCard).

Security

Customer will be responsible for arranging any security deemed necessary by contacting the Mason City Police Department.

Seating

Seating set-up requirements must be submitted to the catering department 2 weeks prior to the event. Any last minute changes to the room setup upon arrival will result in additional room set-up fees.

Cancellations

A cancellation charge of 40% will be assessed for any function that is cancelled within 48 hours of the scheduled event. The cancellation fee covers expenses incurred in ordering perishable food items and labor that has already been scheduled. Special ordered items or other expenses that are unable to be cancelled will be charged. If campus is closed due to weather conditions, Food Service is not available.

In the event that the performance of this contract is subject to conditions beyond our control; i.e., acts of God, war, fire, disaster, weather (tornado or blizzard), or any other emergency that would make it impossible to provide service for you, this contract may be terminated without penalty to either party and a written notice of such incident will be recorded.

Displays, Signs, & Decorations

Any materials attached to the walls, floors, ceilings, or furnishings are not permitted. Glitter, sequins, and confetti are not permitted. **Helium balloons are allowed; all balloons must be removed by the end of the event or customer will be subject to additional charges.** Use of candles must be approved and can be lit only during the event and when there are people present. All decorations brought in must be removed at the conclusion of your event unless prior arrangements have been made. Customer agrees to be responsible for any damage done to facilities and/or equipment, including but not limited to, damage or excessive clean up made by florists, decorations, or outside agencies during set-up or tear-down. NIACC is not responsible for loss or damage to any property which you or your guests leave at NIACC or in the parking lot before, during, or after the use of the facilities.

Event Coordinator Policies

Thank you for choosing NIACC Food Service to cater your event. We provide the highest quality of food and service.

We do require that event coordinators, decorators, etc. do not enter the kitchen facilities, give direction to our staff, change set-ups or anything that pertains to our menu and set-up. Prior approval and all decisions in regard to the event are made by the Food Service Director or the person he designated in charge; however, we do accept suggestions.

Buffet

A two entrée or casserole buffet will only be accepted for events with RSVP's with the entrée or casserole selection chosen in advance. The contact person will be responsible for creating tickets with the entrée or casserole choice and distributing them to the guests as they will need to turn the ticket in to the Chef at the buffet. Guest minimum of 50 required.

Buffet Meal

Any event with a buffet meal that exceeds 250 guests must be approved before reservations are completed.

Served Meal

Any event with a served meal that exceeds 100 guests must be approved before reservations are completed. Served meals only in the Activity Center unless prior approval is given for the Muse-Norris Conference Center.

Food Allergies and Medical Concerns

NIACC Food Service does not prepare foods or take any responsibility for those with allergies or those who are allergic to certain ingredients and food types. Medically, with proper documentation, we will try to accommodate your needs, but are not responsible or hold NIACC its subsequent subsidiaries, affiliates, officers, directors, and/or employees harmless for, from and against all liabilities, loss cost, expenses, including attorney fees, judgments, claims, and demands.

Meeting rooms

Meeting room fees are available through the Campus Facility Scheduler. The room rental fee is waived for catering amounts of \$1,000.00 or more. All social parties are limited to a four (4) hour time period. If the client would like to extend this time period, they may do so at a cost of \$150.00 per hour.

Additional information

NIACC Food Service and Catering is not available for Holidays including Memorial Day weekend and Labor Day weekend.

These prices are correct at the time of printing-we will confirm prices when your bill is finalized.

Prices are subject to change.

Quotes will be furnished upon request.

Due to regulations of the Health Department and in line with the catering industry standards any food not consumed at the event cannot be removed, no credit will be given for unused food or under attended events. However, a credit will be given for unused, uncompromised bottled soda, water, and juice.

Events that are delayed; NIACC Food Service and Catering can not guarantee the quality of the food held more than 15 minutes past the arranged serving time.

Prices will not be adjusted for removing items from menu choices with exclusive pricing.

Your suggested side dish is subject to change by Food Service.

For Events with "On your own" for Lunch

For all events that are "on their own" for lunch, we must have a guest count not less than 24 hours before the day of the event.

For events with 30 or more guests that are "on their own" for lunch and plan to stay on NIACC's campus will be required to eat from a limited menu.

Groups of 30 or more are requested to order food from our Catering Guide.

Before / After Normal Food Court hours

Normal Food Court hours are:

During the School year: Monday – Thursday 7 am – 1:30 pm; Friday 7 – 1 pm

During the Summer: (The week after graduation – 1st day of classes)

Monday – Thursday 10 am – 12:30 pm

Drop off Menu Options

Before / After Normal Food Court hours

For Drop off orders we offer the following options without a before / after hours fee:

- **For events up to 100 we offer the following: Donuts, Muffins, Bagels, Cookies, Brownies, Gourmet bars and beverages.**
- **For events with up to 50 guests we offer a Box Lunch (Sandwich, Chips, Cookie, Apple & Beverage).**

If the before / after hours event is not a drop off, there will be a \$50.00 before / after hours fee for the first 50 guests and \$10.00 for every 10 guests after 50.

The person in charge of the event will be responsible for portion control.

Meal quantities are prepared on dietetic standards portion size

All meal from our Daily Favorites Catering Menu are priced buffet style; to help the environment we use Fiesta Dinnerware during our daily Food Court hours.

Fiesta Dinnerware / China is not available for drop offs, snacks or food catered outside the Activity Center/ Muse Norris building. (eco friendly disposables only)

Buffet meals with China, linen table cloth, linen napkins and Food Service Professionals \$3.00 / guest

Served meals with Fiesta Dinnerware, linen table cloth, linen napkins and Food Service Professionals (during Normal Food Court hours only) \$4.00 / guest

Served meals with China, linen table cloth, linen napkins and Food Service Professionals \$5.00 / guest

18% gratuity will be added to meals with China, Linen, and Food Service Professionals (not with Fiesta Dinnerware)

7% sales tax will be added to your bill ~ tax exempt accepted with a tax exempt number

Linens only

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|--------------------|-----------------------|
| Tablecloths | \$ 3.00 / each |
| Napkins | \$.30 / each |
| Skirting | \$20.00 / each |

***NIACC Food Service and Catering
Wine & Beer Service
2009 / 2010***

There is no charge for bar service if the cash bar or open bar sales are \$225.00 or more

Sales below \$225.00 there will be a fee of \$150.00

1 bartender is required for up to 100 guests

Over 100 guests an additional bartender will be required

If additional staff is required there will be a \$75.00 charge per bartender

Bar service will end 30 minutes prior to the conclusion of any large event

If you are having a cash or open bar, you will be billed for any open bottles of wine

An initial deposit is required to reserve space when applicable; deposit requirements will be established at time of booking. The deposit will be 25% of your food order. The customer agrees that by signing this contract and/or submitting a deposit check for food, beverage, and/or services, he/she acknowledges the fact that there is no dispute over such services and the customer is solely responsible for the payment of the total amount due.

The undersigned hereby covenants and agrees to save and hold NIACC, its subsequent subsidiaries, affiliates, officers, directors, and/or employees harmless for, from and against all liabilities, loss cost, expenses, including attorney fees, judgments, claims and demands of accident, injury, or damage whether to individuals or personal property which occurs before, at, in, upon, about, or in any manner connected with the event at NIACC.

I have read the above catering contract and NIACC policies and I agree to the terms and conditions. This booking will remain tentative, subject to cancellation by NIACC, until the customer and catering department sign this contract and a deposit is received to guarantee the event/function.

Customer-please print

Customer-please print

Customer-signature

Customer-signature

Food Service Director

Date of Event_____

Approximate Number of Guests_____

Beginning Time_____ Ending Time_____

Number of hours exceeding the 4 hour limit (if applicable)_____

Cost for exceeding the 4 hour limit_____

Estimated Catering charge per person_____

Room rental (if applicable)_____

Other Known Charges_____

Deposit Amount_____ Date Deposit Paid_____