



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

Revised June 2015

Policy:

NIACC retains the right to regulate the provision of food/beverage service on its property and within its facilities.

Purpose:

This oversight is necessary to insure that the risks inherent in serving food/beverage are controlled and to minimize the College's liability exposure.

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.

General Procedure:

Exceptions

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 NIACC's Event Manager.
2. Food Service will inform the Event Manager as promptly as possible if unable to do the catering event.
3. A catering exemption form with the policies is forwarded to and signed by the client and then given to the Food Service Director to approve/deny.
4. After approval/denial, the Event Manager will send a copy to the client.
5. Proper documentation from the approved caterer must be approved by the Food Service Director and be on file 14 business days prior to event-if not using Hy-Vee East or Hy Vee West, which are approved caterers.

Bookings

We must have a guarantee by 1:00 p.m. at least 5 business days prior to the event (not including the day of the event). We will accept an increase in your guarantee up to 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, 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.

Food Service

All Food Service meals are Buffet style. Food Service can accommodate 200-250 guests depending on your event set up. Maximum guest count is 250. We are here to make your event successful. For all catering and camp events, please follow the following procedure.

- Client contacts NIACC's Event Manager
- The Event Manager will set up a meeting with the client, food service, event manager & facilities
- At this time, it will be decided if NIACC can provide a successful event for you.

Cancellations

A cancellation charge of 40% of the total bill 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.

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. If campus is closed due to weather conditions, Food Service is not available.

Security

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

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 permitted (Mylar only, due to allergies); all balloons must be removed by the end of the event or customer will be subject to additional charges.** Only flameless LED candles are permitted. 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.

Food Allergies and Medical Concerns

NIACC Food Service does not take any responsibility for those with allergies or those who are allergic to certain ingredients and food types. We will do our best to accommodate your needs. NIACC's kitchen is not a nut or gluten free environment.

Meeting rooms

Meeting room fees are available through the Event Manager. 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 \$175.00 per hour.

Lunch on your own

Groups will need to RSVP to the event coordinator not less than 24 hours prior to the event, the number in the group or anticipated number in attendance. This information will then be forwarded on to Food Service. This will be required if the group is 10 or more.

Potlucks

In order to minimize the College's risk, Potlucks that occur on campus must be prepared by NIACC employees. Employee departmental food will be allowed as long as no reimbursement is requested, no serving to the public or students. This is for office gatherings only (birthday celebrations, etc.).

Fundraisers with baked goods

Fundraisers involving the sale of baked goods need to be approved by the Director of Food Service. This is to document for the Health Department that we are having no more than one event per week. Department of Health code states 1 fundraiser event per week is allowed. Baked goods are the only items that are allowed for fundraisers.

Cooked food from home

NIACC does not allow you to prepare meals at home and bring to students.

Additional information

NIACC Food Service and Catering is not available for Holidays including Memorial Day weekend and Labor Day weekend. If the Holiday lands on a Monday or Friday the weekend will also be considered a Holiday.

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

To be 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, bottled water and bottled juice that are returned to the kitchen.

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 time.

With the standards of the Board of Health and Food Safety purposes all food items will be picked up within 2 hours of the service time

Before / After School year Food Court hours

We offer the following options without a before / after hours service charge:

- For events up to 100 we offer the following: Donuts, Muffins, Bagels, Cookies, Brownies, Gourmet bars, non-perishable items and beverages.
- For events up to 50 we offer the following: Box Lunch (Sandwich, Chips, Cookie, Apple & Beverage) or Prepared Sandwich (Assorted sandwiches; Ham or Turkey with Cheese and Green Leaf Lettuce on White or Whole Wheat Bread served with a Pasta Salad and a bag of Chips).

If your event is held before / after Food Court hours the following service charge will be assessed:

- If your event is 50 guests or less there will be a \$50.00 service charge
- If your event is over 50 guests a 20% service charge will be added to your final bill

School Year Food Court hours

Monday – Thursday 7 am – 1:30 pm; Friday 7 – 1 pm

(The Food Court and Catering is closed during Spring Break, Christmas Break and during closed dates in June, July & August)

All Meals are buffet style on 1st class disposables (complimentary).

Meal quantities are prepared on dietetic standards portion size.

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

Linens are available upon request: Tablecloth 3.75 / napkin .25

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

18% gratuity will be added to your bill when applicable.

Bar Service

NIACC's alcohol policy allows sales of alcohol (beer & wine) in a manner that complies with NIACC and Iowa laws.

Following are the highlights of the policy:

What is permitted?

- Events with alcohol are permitted in designated areas only.

What is not permitted?

- An outdoor event with alcohol is not permitted on NIACC property.

What is required for events that are permitted?

- Any event where alcoholic beverages are served must be held in accordance with applicable laws and must be approved in advance.
- The coordinator of the event is responsible for the conduct of all persons present and for compliance with the policy.
- The majority of those in attendance must be over 21, and identification must be checked.
- Food is required.
- Neither alcohol nor its consumption can serve as the theme of an event.
- Events may not begin before 11 am or last after 1 am.
- No charge for bar service if the cash bar or open bar sales are \$250.00 or more. Sales below \$250.00 there will be a fee of \$175.00.
- 1 bartender is included for up to 75 guests. Over 75 guests, additional bartender(s) will be required with a fee of \$75.00 per bartender.
- 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 \$25.00 per bartender per hour.
- You will be billed for any open bottles of wine.
- Bar service will end 30 minutes prior to the conclusion of any large event.

Wine selection

White Zinfandel

Chardonnay

Merlot

Mascota

Wine \$4.75/glass

\$21.50/bottle

Beer selection

Budweiser

Bud Light

Coors Light

Miller lite

Beer \$3.75/bottle

Customer
signature_____

Date_____