

University of California Santa Cruz
University Center
Information & Polices

Our event staff can assist you in planning all aspects of your event. Our department specializes in designing events to meet your specific needs.

FOOD & BEVERAGE

No food or beverages of any kind may be brought in or served by the University Center & Catering, Client, guests or invites from the outside. We strive to offer a wide range of food and beverages to a variety of dietary needs. Any special items not included in our menus may be ordered upon request. The only exception to this policy is a wedding cake provided by an outside vender if desired and a per person cake cutting fee will apply. We reserve the right to confiscate any such items in violation of this policy.

FOOD

Plated Service:

Entrée choices are limited to one meat or fish and one vegetarian selection. If a third entrée is requested, additional fees will apply.

Buffet Service:

A minimum order of 15 people is required and 50 pieces on the appetizers, unless a different serving amount is indicated. **Buffets are available for service in a four hour time period only, which includes the set up time, after which time any remaining items will be removed.** Food quantities must be ordered for the expected number of guests attending.

For your safety we do not allow food leftover to be taken home or carried over from catered events.

BEVERAGE SERVICE

- Service of wine, beer or non-alcoholic drinks at your table is included with the service of your meal. Cost of beverage not included.
- Wine and or Beer service:
 - o Hosted Bar - \$30 per/server per hour (minimum of 2 hours). We will determine the number of staff needed to adequately serve your guest.
 - o Cash Bar – Quote based on event needs.
- Full Bar Service:
 - o Hosted/Cash Bar – Quote based on your event needs.

A \$15 corkage fee per 750ml bottle will apply to **all** bottles brought in.

Any open beverages may not be removed at the end of your event.

We reserve the right to refuse alcohol service to anyone over the age of 21 without an ID, as well as to cease service to those individuals who have been deemed overly intoxicated.

FACILITY

ROOMS

Chancellor's Room, Sentinel Room, & Alumni Room

Available Monday – Friday from 7:30am-12:00am (not including planned closures)

They may be booked for a half day (4 hours or less) or a full day (8 hours or less)

Bhojwani Dinning Room, Levin Lanai, Ringgold Rotunda, & Malloch Lounge

Available Monday – Friday from 5:00p-12:00am (not including planned closures)

Use at the listed fee is for a 5 hour event.

Oakes Field

Available during Summer months ONLY

Use at the listed fee is for a 5 hour event.

Social Sciences Lawn

Available during Summer months ONLY

Use of the facility at the listed fee is for a 5 hour event.

Please ask the Events Coordinator for current booking rental fees.

The University Center is available for use on Saturdays and Sundays. A minimum number of 50 guests is required, along with a selected meal service.

Additional hours may be booked over the 8 hour time period at a rate of \$100/hour.

Overtime fees will be assessed at \$150/hour for event exceeding their scheduled time(s).

Events booked later then 12:00am are subject to additional fees.

The University Center will add an additional 30% service charge to your event, for events scheduled on Official University holidays. A University holiday schedule is available online or upon request.

SETUP

ONSITE:

The University Center will provide one room set up per room, per event with a 72 working hour notice. Items brought in by client requiring for us to setup, may be subject to additional setup fees. Additional room setups may be accommodated for an additional fee if time allows.

OFFSITE:

It is the client's responsibility to confirm with the college or department on the setup of the facilities. If tables are not available for the setup of the food we can provide those tables for you upon request and availability. We do not provide tables and chairs for seating, but may be rented. Please ask your Events Coordinator to further information.

EVENT STAFFING

The University Center will provide the event staff for your event and it is included in the room rental fee. We will provide one server per 25 people for basic service of breakfast or lunch events, and one server per 20 guests at dinner events. Buffet staffing will be supplied at the discretion of the event manager.

Staffing for offsite events are based upon event needs. Offsite events and additional event staff may be requested at a rate of \$30 per server per hour with a minimum of 2 hours, this includes additional staff needed for bar service, passed appetizers, or specific jobs. After 8 hours, the overtime rate of \$45 per hour, per server will apply.

EQUIPMENT & RENTALS

If your event is held on-site at the University Center we will provide the following for your event:

- Tables
- Chairs
- Basic Linen
- China
- Glaseware
- Silverware

These items are available from our in house selection in a limited quantity at no additional charge.

If your event is held off-site (i.e. anywhere but the University Center), exceeds our stock, or is not something we carry in house, those items will be rented to accommodate your event and additional rental fees will apply.

DECORATIONS

ONSITE:

Decorations or displays brought into the University Center must be approved prior to arrival and in compliance with Santa Cruz City Building Code and the University Fire Department Regulations.

Items may not be attached to any stationary wall, floor, window, or ceiling with nails, staples, pushpins or any other substance that will harm or damage the center.

All candles must be covered and/or contained.

No rice, birdseeds, confetti, or glitter of any type is permitted. It is the client's responsibility that any flowers/petals or decorations used to celebrate a procession of a Wedding or decorate your event be removed before the close of your event. Failure to do so will result in additional costs to the client.

The University Center will not assume responsibility for damage or loss of any merchandise or articles left at the Center prior to, during, or after your event. Any décor provided by the client or outside vendor (arranged by the client) must be removed at the close of the event. Additional fees will apply if University Center is made responsible for the storage, disposal or return of these items.

The University Center does not have the capability to store or refrigerate any items brought in by the client prior to the event. The facility is available 90 minutes prior to the event start time upon

request for any additional deliveries or setup by the client. Additional fees may apply if more time is needed.

ON/OFFSITE:

The Event Coordinator can help you in arranging for any floral decoration you may need, as they add a special touch to any event. Fees may vary with the needs for your event.

MEDIA & ENTERTAINMENT

ONSITE:

The University Center is happy to help you make plans for you event so that your Music, Audio and Visual needs are met.

The University Center must approve all contracted entertainment in order to conform to the existing policies of the University of California Santa Cruz. The follow noise ordinances' apply:

- Any loud noise or music outside must end by 10:00pm
- Any loud noise or music within the facility must end by midnight (12:00am)

The University Center has a mobile media cart in house in addition to affixed projectors and electronic screens in some of the meeting rooms, which may be used for your event at an additional cost. The University Center is not staffed with technical support, but a service technician can be contracted through UCSC's Media Services and is strongly recommended to set up the equipment and operate it during your event at an additional cost. If you wish to waive the use of Media Services, the University Center is not responsible for any equipment that does not function for your event.

The client is held responsible for any damages to the equipment at the event and will be added to your final bill.

OFFSITE:

Please contact Media Services regarding your event.

DELIVERY

On campus delivery charges are included in the cost of your event. Deliveries off campus will be subject to an additional charge based on the mileage and labor required to reach your event location. Please ask your Event Coordinator for further information regarding the delivery price for your event location.

PARKING

ONSITE:

The University Center can help you in arranging for parking through the U.C. Parking Office. This includes coordinating the rental of parking lots with attendants, shuttles, and drivers as well as directional and pedestrian signage for your event. The fees for this service vary upon the needs of your event. Options for parking are limited and it is best to notify the University Center as soon as possible to ensure parking for you event. The University Center cannot guarantee availability of parking, and cannot promise any given lot or spaces for your event. Every car on campus is required to have a valid permit in the space they occupy. The University Center is

happy to help you obtain a permit and show you the correct places you may park. Failure to do so will result in a citation. The University Center is not responsible for any citations issued.

OFFSITE:

Please contact the TAPS office regarding your event.

MINIMUMS

ONSITE:

There is no minimum for events without catering during weekday business hours of operation. Buffet options are limited to a minimum of 12 people to order a meal item and 50 pieces on the appetizers, unless a different serving amount is indicated. After business hours or on weekends a minimum attendance of 50 people along with catering is required.

OFFSITE:

A minimum attendance of 50 people is required in order to cater your offsite event. If your event does not meet our required minimum, we would be happy to arrange for you to pick up certain food items to go, from our catering office. Service based upon availability and selection.

GRATUITIES

In keeping with University Policies, we may not accept any gratuities from the service of your event.

GUARANTEE/CANCELLATIONS

It is necessary that we are notified of your menu selection 10 business day prior to your event. We require the correct number of guests attending your event 5 business days prior. This confirmed number will be considered a guarantee for which you will be charged, even if fewer guest attend. It is in your guests' best interest for you to confirm with a number that is higher rather than lower so that an adequate amount of food is served. If the final number is not given by deadline stated above, the initial attendance figure will be considered the guarantee. If a menu or guest count was not given, the event is subject to cancellation.

Your event is considered final 5 business day prior to your event. Any changes made to your event after this point is not guaranteed unless confirmed by the University Center and may result in additional fees. If you cancel your event after this time you will be billed for the full amount of your event including catering.

PAYMENT/DEPOSIT

UCSC related events – We accept cash, check, credit card, as well as recharges for payment of events. If a recharge will be used, a FOPAL number will be requested, along with a signature, on your banquet event order. If not, 50% deposit must accompany your signed contract and the balance is due 5 business days prior to your event. A credit card is required, and will be held for any additional charges or damages that may occur.

NonUCSC related events - We accept cash, check, and credit cards for payment of events. A 50% deposit must accompany your signed contract and the balance is due 5 business days prior

to your event. A credit card is required, and will be held for any additional charges or damages that may occur.

TAXES & SERVICES CHARGES_____

All Federal, state and municipal taxes which may be imposed or be applicable to this agreement and to the services rendered by the University Center are in addition to the prices herein agreed upon, and the client agrees to pay them. A mandatory 18% service charge is added to all food and beverage items for all catered functions as well as a 15% administrative fee for all additional services.

Prices are guaranteed only when a Banquet Event Order is completed for the event and signed by the patron indicating acceptance of the Banquet Event Order. All pricing are exclusive of any additional service charges and sales tax.

If this agreement is not signed and received by the contract/deposit due date, University Center & Catering is released from the obligation of the agreement.

I have approved the Banquet Event Order contract and agree to The University Center policies as set forth above.

Client(s)

Date