

☆ *Helpful Tips for Planning Your Event* ☆

To Make a Reservation:

- * Call the Reservation Office at 513-529-4031 to schedule a room in The Shriver Center or to arrange for a food service delivery.
- * You will receive a written confirmation within one week, plus a contract to sign and fax to Shriver Center at 513-529-1334.

To Plan a Menu:

Have the following information available when you call. It will make planning your menu effortless.

- * The date, time and place of your event.
- * The time you would like to have your meal or refreshments served.
- * The type of meal service desired (ie., buffet or served).
- * The menu you have selected, or feel free to ask us for new ideas or advice in planning a meal that best fits your group.
- * The billing information (ie., account number or address).
- * University groups must complete the Hosting Documentation Form, which is available on-line at www.units.muohio.edu/controller/prod/accounts_payable/handbook/hosting2.htm. This form must be returned to Shriver Center's Business Office at least 3 business days prior to your event.

Information to Consider when Planning Your Event:

- * All University Departments and Student Organizations, paying with a University account, receive a 10% discount on food purchases.
- * A guaranteed number of guests will be needed 3 business days prior to your event. If the final number is not received, the highest estimated attendance will be considered your final guarantee. The customer is responsible for 100% of the guaranteed number.
- * We can accommodate requests for up to three (3) entrées. All entrées will be charged at the rate of the highest priced entrée, and exact counts will be required at least 3 business days prior to your event. Arrangements must be made for color-coded placecards to designate your guests' entrée selections.
- * Any additional persons served over the guaranteed number will be charged for the meal, plus a 20% per person surcharge.

Information to Consider when Planning Your Event (cont.):

- * All buffets must be for 25 persons or more; no exceptions can be made. Discuss alternative options with your Event Planner.
- * Served meals for fewer than 10 persons will incur a server charge of \$20.00 per hour for the total length of the event, plus one hour for set-up and one hour for tear-down.
- * There is a \$50.00 minimum for deliveries.
- * Off-site served meals will incur a 20% per person surcharge. Location must be pre-approved by Executive Director of Carillon Catering.
- * If china service is requested for any type of off-site events, there will be a \$4.50 per person surcharge. Bar glassware is available for an additional charge.
- * All food and beverage prices are subject to sales tax unless your organization is tax exempt, in which case we will need your tax exempt number at least 3 business days prior to your event.
- * Any leftover food remains the property of Carillon Catering. This policy is in compliance with state health regulations.
- * If the serve time of your function is delayed by you for any reason, Carillon Catering cannot guarantee the quality of food held more than 15 minutes past the arranged serve time. If the starting time is delayed for more than half an hour, an additional labor charge will be assessed, based on the number of service staff required.
- * We reserve the right to determine staffing requirements. If your event requires special staffing, the rates are:
 - Cook - \$25.00 per hour (minimum of three hours; includes one hour set-up and one hour tear-down);
 - Server - \$20.00 per hour (minimum of three hours; includes one hour set-up and one hour tear-down);
 - Bartender - \$20.00 per hour (minimum of three hours; includes one hour set-up and one hour tear-down).
- * Meal service generally requires 1-1/2 hours from the time we start service of the first course. If you are planning a program of any sort, either before or during any part of the meal service, please let us know.
- * No alcoholic beverages may be carried into any buildings operated by the Department of Housing, Dining & Guest Services, including The Shriver Center. All alcoholic beverages must be purchased through Carillon Catering.
- * Miami University has elected to become a “smoke-free” campus. Please check with your Event Planner for exterior locations where smoking is permitted.
- * Carillon Catering’s operating hours are 6:00am to 10:00pm. Requests for service outside of these hours will incur additional charges.
- * Ask about our children’s menu selections for served meals.