

BCITSA Catering - Policies & Procedures

Minimum orders

Monday to Friday 7 am to 7 pm \$50.00 minimum order

(Summer Hours 7:30 am to 4:00 pm)

(Summer Hours 4:00 pm to 7:00 pm \$100.00 minimum order)

Saturday, Sunday & Statutory Holidays NO CATERING AVAILABLE

Orders that do not reach minimum will be charged the difference.

Off-Campus Orders

A delivery charge of \$25 will apply to all deliveries to the CARI building.

We are unable to cater to any Satellite Campuses.

Order Deadlines

Menu selection and confirmation of numbers must be finalized by 72 business hours prior to the event start time. *(Saturday, Sunday & Statutory Holidays are not considered business hours.)*

Cancellations

Cancellations must be made by 72 business hours prior to the event start time.

(Saturday, Sunday & Statutory Holidays are not considered business hours.)

Cancellations made less than 72 business hours prior to the event will be charged for the order in full.

Delivery & Pick-up Times

Catering staff set up at least 15 minutes prior to event start time. Due to high volume, some days we may need more time in order to accommodate all catering orders. Please ensure your **EVENT START TIME AND REQUESTED DELIVERY TIME** are on your order form so that we can plan accordingly.

While we understand that meetings can run longer than expected, if it goes past your requested pick-up time and you wish to not be disturbed, please call or text the Catering Coordinator to revise your pick-up time.

Equipment

BCITSA Catering provides COMPOSTABLE napkins, cutlery, cups and plates required for events at no extra charge.

If ceramic plate ware, mugs, glassware, or stainless-steel cutlery is required, it can be provided for an additional charge. A labour charge of \$25.00 per hour, per staff member may also be applied.

Supply rentals may be required for larger functions and charges will apply as necessary.

- Renters are responsible for theft, loss or damage to the catering equipment on loan.
- Lost or misplaced items will result in additional charges.

Linens are available upon request at a charge of \$12.00 each.

To-go containers are available upon request at a charge of \$0.25 each.

PLEASE LEAVE ALL METAL AND PLASTIC PLATTERS AND SERVING UTENSILS IN ROOM, or kindly return them to Habitat Pub within 3 business days after the event.

Bar Service

Bar Service is available upon request. Minimum \$300 order required.

A Special Event Permit is required for Bar Service.

- Bar Set-up and Permit Application fee of \$50. This DOES NOT include the cost of the permit itself.
- Permit request and required information must be submitted by six (6) business days prior to the event. (*Saturday, Sunday & Statutory Holidays are not considered business days.*)

Bartender cost is \$25.00 per hour.