

Policy Formalities

Meals are served promptly as scheduled. We allow 2 hours of service for breakfast and lunch, and 3 hours for dinner. Additional charges may be incurred for additional meal time.

Deposits & Payments

Final payment is due three business days prior to the scheduled event. Services charged to preapproved university accounts will be billed on day of service.

Service Charge and Sales Tax

A service charge of 15% and applicable sales tax will be added to the cost of all food and beverage items. The 15% service charge is subject to State Sales Tax (California State Board of Equalization Regulation #1603).

Bar Service

Beer and wine bars can be provided for your event. A general guideline of one bar for every 125 guests is suggested. A bartender will be provided for each function. Bar set-up starts at \$100 per location and bartending services start at \$25 per hour. A wine and beer list is available upon request.

Alcohol Policy

Due to the highly restrictive CSULB policies for alcohol service on campus, all catering clients must adhere to the CSULB guidelines in order to have alcoholic beverages served at your campus event.

The Bar Service Policy states that the bar may only remain open for a maximum of 3 hours of bar service. A non-alcoholic beverage must be served at all times during the bar service. In order to have any alcohol or bar service on campus, a *Beer and Wine Clearance Form* is required and needs to be completed and returned to the catering office two weeks prior to the event. The catering staff must attend all bar service events.

Clients who are a private, non-campus or campus group, may bring their own beer and wine to an event with the Catering department's approval. Any alcohol donated by an outside party for bar service must be accompanied by a letter from the donor stating who, what, where, when and why as well as an itemized product invoice from the donor/vendor for the Catering Department's approval.

A corkage fee of \$10 per wine/champagne bottle, \$12 per case of beer will apply.