

Fox Valley Technical College

Food Service Hospitality & Catering Policies 2015-2016

The Fox Valley Technical College Culinary Arts Program and Food Service Operations, in an effort to provide quality, practical experience to its students, reserves the right of first refusal to provide services at FVTC facilities.

Reserving a Room

- For room scheduling at Appleton Main Campus contact Teresa Tuschl at tuschl@fvtc.edu, or (920) 735-4859.
- For room scheduling at D.J. Bordini Center contact Shannon Schmidt at schmidts@fvtc.edu, or (920) 735-2576.
- Scheduling a room for formal luncheons and dinners require a minimum of 3 hours for set-up.

Please remember to consider where your group will eat when booking the facilities at FVTC. Time and space is required for service, set-up, and clean-up. The Food Service Department will gladly help you to plan your dining & refreshment needs.

Ordering

- Email catering requests to foodserviceorder@fvtc.edu at least one week prior to the event.
- Requests for evening dinners, receptions and formals require a minimum of two weeks lead time.

Changes/ Guarantees/ Cancellations

- Please confirm menu changes, final count and event arrangements at least two business days prior to the event, if food service is not contacted, we will prepare and charge for the amount requested on the food order form.
- Cancellations on the day of the event will result in a 50% charge of the amount requested on the food order.

Meal Accommodation Types

- Casual - Buffet style service with lightweight or disposable dishware.
- Formal - Attended buffet or plated service with tablecloths, cloth napkins, china and silverware. An additional cost of \$1.50 per person will be charged; \$25.00 minimum charge.
- If only linens are requested, \$2.00 per tablecloths, \$.25 per napkin.

Buffet Dining

- Food and beverages will be available for 30 minutes.
- Buffets are single pass.
- Buffets are charged by guaranteed count.

Cafeteria Dining

- When planning an event/ visit and your group plans on dining in the cafeteria contact Terri Gruetzmaier (920) 735-5701 or gruetzma@fvtc.edu to provide the expected number dining.
- Cafeteria hours of service:
 - Monday through Thursday 7:30 a.m. - 7:00 p.m., Friday 7:30 a.m. – 1:00 p.m.
 - Breakfast 7:30 a.m. – 9:30 a.m.
 - Lunch 11:00 a.m. – 1:00 p.m.
 - Sub bar 1:00 p.m. – 7:00 p.m. Monday – Thursday
 - Summer hours Monday through Thursday 7:30 a.m. to 1:00 p.m.

Catering Service Charge

- A 15% service charge is assessed to all catered meals.
- All breakfasts, continental breakfasts, lunches and dinners will be delivered.
- Please provide the exact time needed, we will automatically build in lead time.

Delivery Charge for Breaks

- Appleton Main Campus
 - \$25 per delivery, max charge of \$50 per day
- Transportation Center, Agriculture Center, Public Safety Training Center
 - Over \$100 cost of break, delivered at no charge.
 - Under \$100 cost of break plus 15% service charge
- Bordini Center and Sustainable Technology Center
 - No charge

Delivery Charge

- Oshkosh - \$45

Main Campus Break Cart Pick-up & Return Locations

- 7:00 a.m.-10:00 a.m. - Pick up in cafeteria near cashier kiosks
- After 10:00 a.m. - Pick up in the catering cooler
- Return carts to dish return area in the kitchen as soon as possible after use. Do not leave in the hallway or production kitchens.

Product Credit and Leftovers

- Wisconsin health code concerns preclude FVTC Food Service from accepting any product returns for credit.
- Food, Health and Safety Regulations prohibit leftovers to be taken after a catered buffet or reception. All leftovers are the property of FVTC Food Service and may not be removed from the premises without prior approval from Mike Ciske, Food Service Director (920) 735-5661.
- Individually wrapped single serve items left at the end of an event are the responsibility of the event organizer.

Sales Tax

- Prices do not reflect 5% Wisconsin sales tax.
- Direct billings with proof of tax exempt status are exempt.

Internal Service Charge

- Food orders with an internal chart-field string will not be subject to a service charge.

For special accommodations, please contact Mike Ciske, Food Service Director (920) 735-5661 or ciske@fvtc.edu.

Prices are subject to change.

Alcoholic Beverage Service

Alcohol service at FVTC is contingent on complying with the following Administrative Guideline:

The use of any beverage containing alcohol, which includes beer or other malt beverages, wine, wine coolers, or distilled beverages, on FVTC premises is prohibited with the exception of preparation and cooking of foods in the culinary arts courses, providing of beverages by FVTC Food Service at functions authorized by the President of the College, and controlled use in law enforcement training. No alcohol will be provided by the College at any other College-sponsored activities.

All wine and beer service must be approved by FVTC Administration

Host Bar

A tally of drinks consumed by guests is kept, and the client contracting the event is billed.

Cash Bar

Guests pay cash for their drinks

- Bottled Beer \$3.00
- House Wine \$5.00
- Soda, assorted \$1.25

Standard Bar Service

Includes domestic and specialty beer, house wine, assorted soda, glassware, and cocktail napkins

Bar Service Policy

Alcoholic beverages are allowed only in the room in which they are being served. State funds may not be used to purchase alcoholic beverages. The client and/or organizers of the sponsoring group where alcoholic beverages are being served will be primarily responsible for the decorum of the event.

Bar Service Expenses

Bars must reach a sales minimum of \$50.00 per half-hour per bartender. If the minimum is not met, the difference will be billed to the host. There is a \$25.00 set-up fee and \$25.00 restocking fee assessed for each event. Bartenders reserve the right to check IDs at point of sale.

Host Bar Service Charge

Hosted Bar Service is subject to a service charge of 15%.

Sales Tax

Prices do not reflect 5% Wisconsin sales tax.
Direct billings with proof of tax exempt status are exempt.