



Fox Valley Technical College Food Service Hospitality & Catering Policies 2017-2018

PLEASE NOTE:

- All food and beverages consumed during an event must be purchased through FVTC Food Service.
- Carry-in food or beverage not permitted at any FVTC Campus event.
- Ordering food and beverage for delivery to FVTC for an event prohibited.
- FVTC reserves the right of First Refusal for ALL food, beverage & hospitality services.
- Any variance of these policies must be authorized by Food Service Director-Mike Ciske ciske@fvtc.edu or 920-735-5661

Reserving a Room

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

**Please consider where your group will dine when booking facilities.
Time and space is required for service, set-up, and clean up. The Food Service
Department will gladly assist you with the planning of your event.**

Hospitality Ordering

- Submit hospitality requests to foodserviceorder@fvtc.edu, minimum **one week prior** to the event. Food service contact is Terri Gruetzmacher at gruetzma@fvtc.edu or 920-735-5701.
- D.J. Bordini Center hospitality requests are coordinated with Shannon Schmidt at schmidts@fvtc.edu or 920-735-2476. In Shannon's absence, please contact Terri or email foodserviceorder@fvtc.edu.
- Booking dinners, receptions and formals require a minimum of two weeks lead-time.
- Please provide the exact time needed, food service will automatically build in lead-time.

Changes, Guarantees, and Cancellations

- Confirm final head count, menu changes, special dietary arrangements and event cancellations a minimum **72 hours prior** to the event.
- Event organizers must notify food service of event cancellation, contact Terri Gruetzmacher at 920-735-5701 or foodserviceorder@fvtc.edu. If food service does not receive notification, the organizer is responsible for the amount requested.
- Cancellations on the day of the event will result in a 50% charge of the amount requested.

Meal Accommodations

- Casual - Buffet style service will include lightweight or disposable dishware.
- Formal - Attended buffet or plated service with tablecloths, cloth napkins, china and silverware, \$1.50 per person added, formal service outside of the main campus subject to \$2.00 per person upcharge, \$25.00 minimum charge.

- If only linens requested, \$2.00 per tablecloth, \$.25 per napkin.

Catered Buffets

- Food and beverage will be available for 30 minutes.
- Single pass.
- Billed by guaranteed count, or actual count if greater.

Cafeteria Dining on Main Campus

- Groups planning to dine in the cafeteria must contact Terri Gruetzmacher 920-735-5701 or gruetzma@fvtc.edu, so that food service may plan accordingly.
- 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 served 7:30 a.m. – 9:30 a.m.
 - Lunch served 11:00 a.m. – 1:00 p.m.
 - Sub bar open 1:00 p.m. – 7:00 p.m. Monday – Thursday
 - Summer hours, Monday through Thursday 7:30 a.m. to 1:00 p.m. Closed Friday's.

Service fee for catered meals - ALL FVTC Campuses

- A 15% service fee assessed to all catered hot breakfasts, deluxe continentals, continentals, lunches, and dinners. All meals delivered.

Delivery charge for all breaks - ALL FVTC Campuses

- Break total over \$100, no additional charge
- Break total under \$100, 15% delivery charge
- Delivery to Oshkosh \$45

Main Campus Break Pick-up & Return Locations

- 7:00 a.m.-10:00 a.m. - Pick up in the cafeteria by breakfast kiosks
- After 10:00 a.m. - Pick up in the catering cooler (call 920-735-5701 for location)
- Return carts to dish return area of the kitchen as soon as possible after use. Do not leave carts in the hallways or production kitchens.

Product Credit and Leftovers

- Wisconsin health codes prevent FVTC Food Service from accepting any product returns for credit.
- Food, Health and Safety Regulations prohibit any leftover food removed from all catered meals. All leftover food is the property of FVTC Food Service. Event organizers will need prior approval from Mike Ciske, Food Service Director, for removal.
- 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.
- Tax-exempt organizations must present a tax-exempt certificate prior to service.

Internal Service Charge

- Food orders with an internal chart-field string are not subject to a service fee.

For special accommodations contact Mike Ciske 920-735-5661 or ciske@fvtc.edu.
Prices 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 provided by the College at any other College-sponsored activities. Bar service limited to two hours plus meal service.

FVTC Presidents Office must approve all wine and beer service.

Minimum Sales Guarantee

The event organizer must guarantee sales of at least \$250 for an event, not including the bar service expenses.

Hosted Bar

The bartender will keep a total of the number of drinks disbursed. In addition, the host is responsible for the bar service expenses, and the \$250 minimum sales guarantee.

Cash Bar

Guests will pay cash for their drinks.

Bottled Beer \$4, House Wine \$6, Soda \$1.25, Bottled water \$1

The organizer also is responsible for the bar service expenses, and the \$250 minimum sales guarantee.

Standard Bar Service

Includes Wisconsin specialty beer and premium wine only. Liquor is not available.

Bar Service Policies

Alcoholic beverages allowed only in the room they are served. The client or organizer sponsoring the event will be primarily responsible for the decorum. Bartenders reserve the right to check IDs at point of sale. Service is limited to two hours plus any meal service.

Bar Service Expenses

Set-up fee and restocking fee, \$25 each. Hosted and cash bar service is subject to a 15% service charge.

Tips/ Tip Jar

All proceeds go to the Culinary & Hospitality Club for Student Scholarships and Professional Growth. If the organizer does not want one they are responsible for the 15% tip charge.

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