



Degrees Catering welcomes you to the University of Victoria. Your catering consultant is here to help guide you through the planning of your event. Our dedicated team works to provide you and your guests with exceptional food and beverages, smoothly run meetings and warm hospitality in our place or yours. Our office is open Monday-Friday 8:30am till 4:30pm.

#### **Deposit - External Clients**

Degrees Catering requires a 50% deposit paid by credit or debit card and signed Banquet Event Order (BEO) to confirm the booking of function rooms and food services contracted by University Food Services. Final payment is required upon receipt of invoice following the completion of the event.

#### **Deposit - Internal Clients**

Our on campus clients are required to sign the BEO and provide Degrees Catering with your FAST account number for billing prior to the event

#### **Cancellations - In Our Place**

**Rooms**-Cancellations made less than 3 weeks prior to event booking date will result in loss of room booking deposit fee. Internal clients will be charged 50% of room rental fee to their FAST account. Cancellations made less than 2 business days will result in payment of the full room rental charge.

**Food and Beverage**-Cancellations made less than 2 business day prior will result in loss of deposit paid and may also result in full payment of order.

#### **Function Rooms - In Our Place**

Degrees Catering will provide an alternate function room best suited for your group should the number of guests attending the function and/or room setup requirements differ from the original booking. In the event of a total room setup change within 24 hours of the function, a service fee of \$200 will be charged.

#### **Delivery Orders**

Food & beverage orders must be placed a minimum of 2 business days in advance. Any orders placed after this time period will be considered last minute requests. Degrees Catering will make every effort to accommodate these requests, depending on business levels. Changes to existing orders also require 2 business days' notice. Last minute requests and changes to orders which can be accommodated, may be subject to a \$25 administration charge. Order cancellations made less than 2 business days may also result in full payment of order. F&B orders must meet a \$50 minimum on all regular weekday deliveries and \$200 minimum for weekend & statutory holiday deliveries. Additional labour fees will apply on statutory holidays.

#### **Delivery Charges On Campus**

There are no fees for catering deliveries throughout the University of Victoria's campus.

### **Setup - In Your Place**

Degrees Catering requests our on campus clients have their tables setup, ready for the food to be displayed, and a representative available to accept the delivery onsite 30 minutes prior the scheduled start time.

All equipment delivered on campus is the responsibility of the client. The value of any lost and/or broken equipment will be charged to the FAST account on file.

### **Service Charge & Gratuities**

It is our policy not to apply a gratuity or service charge to any of our catering services. If you are delighted with our service please tell your friends and colleagues about us.

### **Health Department Regulations**

No food and/or beverage may be brought into the Cadboro Commons Meeting Rooms. The exception to this rule is a professionally created wedding cake, delivered and setup by the registered business. Any food not consumed at events hosted within the function rooms may not be removed from the Cadboro Commons Building following a catered event.

### **Allergies & Dietary Restrictions**

For those guests attending events with special dietary concerns we require notification 1 week prior to the event. Alternative meals provided, maybe subject to additional fees. We are not a nut free facility. We use suppliers whose facilities are not nut-free and, therefore, cannot guarantee prepared food has not come in contact with traces of nuts.

### **Children**

There is no charge for children age 4 and under. A 50% discount will apply to buffet menu pricing for children aged 5-12. Special custom children's menus can be created by request.

### **Linen**

White linen will be provided on all guest tables with in house room bookings unless otherwise requested. Special coloured linens and napkins are subject to additional charges. Black linens will be provided on food and beverage tables with deliveries.

### **Catering Liquor License**

Any request for alcohol to be consumed in a non-licensed area of the University requires a Catering Liquor License. This can be obtained through Degrees Catering once approval has been granted by the Department Head or Faculty Dean. As per University of Victoria Policy AD2400, requests to operate a Catering Liquor License on university property shall be submitted to the Manager of Degrees Catering for final approval. Details on Catering License requests and requirements can be found under Bar in Menu section of the Degrees Catering Website, In Your Place.

### **Bartender Fee**

A bartender fee of \$100 per bartender will be applied to events unless their bar sales meet or exceed \$500, at which point this charge will be removed.

**Storage & Receiving of Promotional Material**

Due to space limitations, Degrees Catering can only permit storage of the clients meeting materials for 1 business day prior to and following each event booking. Extra days may be available and subject to additional charges.

Degrees Catering does not receive or return shipments of meeting materials sent unaccompanied to Cadboro Commons Meeting Rooms.

**Suppliers**

Please consult your catering event planner regarding delivery and setup time of suppliers. All decorations used must be removed immediately following the function. This is the responsibility of the supplier. Your catering consultant can provide a recommended supplier list.

**Parking**

All vehicles parked on campus are required to purchase a parking permit on site; please refer to the Campus Parking website for rates:

<http://web.uvic.ca/security/parking/rates>

**Audio Visual Equipment**

Degrees Catering has minimal audio visual equipment available for rent. If you require equipment beyond our inventory, for external clients we will work with the University of Victoria AV Services to rent equipment on your behalf, charges will apply. On Campus clients should contact AV Services directly for equipment requests.

**Wi-Fi**

The Cadboro Commons Conference Centre is equipped with Wifi, and it's available for conference guests. Arrangements must be made with Degrees Catering a minimum of 3 days advance notice of your meeting, and the cost is \$300.

**Socan Fee**

SOCAN (Society of Composers, Authors and Music Publishers of Canada) requires that the users of music obtain a SOCAN license to perform or authorize others to perform, copyright music in public. Fees are based on room capacity and events with or without dancing. Fee structures are available upon request.