

Catering Services
University of Windsor
Room 12, Vanier Hall

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Catering Services is here to work with UWSA and student groups to help plan your meetings as well as activities such as dances, receptions, dinners and other special events.

BOOKING PROCEDURE:

There are no room rental fees for ratified student groups on campus. Student group events should be held in the CAW Student Centre whenever possible. Please call the **CAW Student Centre Information Desk** at **ext. 3235**.

If there is no space available in the CAWSC, or if the space is not suitable for your event (eg. classroom required for movie), you may book space in other buildings by calling **Catering Services** at **ext. 3276 or 3277**. As well, please call **Catering Services** for any events where **food and/or beverage** is required.

Please note the following deadlines for booking:

- * Room Booking Only (no food or beverage service): minimum one-week notice requested
- * Room Bookings with Food and/or Beverage Service: minimum two weeks notice requested

Please note that “block” bookings are not permitted in Vanier Hall. (Eg. nightly or weekly meetings.) You may call Catering Services one week in advance of your event to book space and depending on availability, you could then make one reservation for the following week.

FOOD/BEVERAGE EVENTS:

Catering Services encourages you to book your semi-formal dinners, meetings, receptions and dances on campus. We can provide almost any menu imaginable at competitive prices in our nicely decorated banquet facilities. There are no room rental fees for ratified student groups. Please call us at extension 3276 or 3277 for more information, including a complete menu package.

Catering Services provides all food and beverage services on campus, with the following exceptions:

1.) Ratified Student Groups:

Each UWSA ratified student group is permitted to provide their own cold light snacks and non-alcoholic beverages only in the CAW Student Centre weekdays after 6 pm and on weekends. Note: No food may be brought in by outside sources (eg. caterer or restaurant) and no kitchen facilities will be available for preparation, storage or clean up. These events must be no sale and alcoholic beverages are not permitted unless arranged through Catering Services.

Ratified groups are also permitted one BBQ event per year when they are permitted to supply and cook the food (eg. hot dogs, hamburgers, etc.) Barbeques with charcoal and lighter fluid are available to rent from Catering Services.

2.) International Student Groups:

Each student group ratified by the International Students' Society is permitted one event per year only in the CAW Student Centre where they may provide their own ethnic meal. No food may be brought in by outside sources (eg. caterer or restaurant.) All food is to be home-made and no-sale. Alcoholic beverages are not permitted unless provided by Catering Services. Please see Catering Services for details regarding rental of kitchen facilities. (Note: "cooking" facilities are not available.)

DEPOSITS AND PAYMENT:

For all catered functions and events with a bar, a \$50 deposit is required within two working days of the time of booking. The balance of the payment is required at least one week in advance of the event. Both are payable by Purchase Order which student groups are to arrange through the UWSA Office.

DAMAGE BONDS:

Groups sponsoring events where alcohol will be served or large events may be required to post a damage bond in the amount of \$250. with Catering Services.

DECORATING:

All decorations are limited to free-standing on floor and/or tabletops. Nothing is to be taped or tacked to ceilings, walls or pillars please.

CLASSROOMS:

Please note that food and beverage are not permitted in any classroom.