

## UNIVERSITY CATERING POLICY:

“Questrom Catering”, “Charlie to Go” and “Catering on the Charles” remain the **exclusive** caterers for the entire Charles River Campus. The majority of the events in Questrom will be handled by the on-site team in this location.

There may be situations in which exceptions to the policy will be made. In particular, student groups may ask to use an outside resource, particularly if a very specific ethnic cuisine is being requested. If Catering doesn't feel that they can properly execute a particular event, an exception will be made to the policy above. They currently do not have the capability to make a large number of pizzas at one time, for example, so exceptions are routinely granted for these casual, internal events. In all cases, requests for exceptions should be sent to the Director of Catering. This policy helps to ensure that the safety and sanitation standards essential to an institution such as Boston University are rigidly adhered to. It also ensures that the parameters that have been set for catered events, especially when the University is welcoming guests to campus, are consistently maintained. Finally, this policy keeps departmental funding within the University rather than sending our dollars off-campus to external vendors.

Menu options, including a lower-priced student catering guide can be found at: <http://www.bu.edu/catering/>

*- As a follow-up note: we have had recent discussions with Catering regarding small lunch meetings and, in practice, lunch meetings of fewer than 10 people held off the 4<sup>th</sup> floor are covered in the exception policy for having outside food. The 4<sup>th</sup> floor is the exclusive territory of Catering.*

## EVENT PLANNING REMINDERS:

Mary Sforza is our lead for events in Questrom. She asked me to remind anyone planning an event of the following:

- Before confirming an event, meal, or reception; confirm your venue.
- Work with Anna Gill from Catering on the Charles as soon as possible for menu options.
- Anyone holding a dinner or reception serving alcohol need to get in touch with Anna Gill **6** weeks out from the date of the event in order to obtain a liquor license.
- For events serving alcohol, information of who will be in attendance needs to be provided; faculty, staff, external, students, etc.
- All MBA student receptions serving alcohol are required to have a police detail present.
- Any reception serving alcohol that includes undergrads must be for 21 and older and proof of age will be required.
- Mary Sforza is willing to work with you to help remain within your budget and ensure that your event is a success.