

St. John's Dining Society Catering Policies

Advance Notice

In order to properly plan and coordinate a catered function, we require a signed Catering Quote sheet a minimum of seven working days prior to your function date. All food and beverage inquiries should be discussed with our Executive Chef at 604.822.5857.

Guaranteed Numbers

A guaranteed number of guests is required three working days prior to your function date, after which, your numbers may only increase. You will be billed on your final guaranteed number or actual number of attendees, whichever is greater.

Gratuities

There is a 15% gratuity on food and beverage.

Labour

Labour costs for service staff are extra for catered events that require food and beverages. We suggest that one server for every 25 guests are on duty to ensure that high quality service is given.

Bartenders \$19.00 per hour (minimum 4 hours)

Servers \$19.00 per hour (minimum 4 hours)

*weekend surcharges may apply

Taxes

Food	12%	HST
Flowers	12%	HST
Labour	12%	HST
Miscellaneous	12%	HST
Beer / Wine	12%	HST

Minimum Catering

The minimum number of guests for catering Monday to Friday is 20 (unless otherwise noted), and the minimum number of guests for Saturdays and Sundays is 30. The minimum charge for food will be \$200 for any catered function with the exception of coffee service. The minimum for coffee service is 20 people.

Cancellation Policy

If an event is cancelled in three (3) weeks or more prior to the event, there is no charge for the cancellation. If an event is cancelled twenty-one (21) to eight (8) days prior to the event date, you will be charged 10% of the quoted cost. If you cancel an event within seven (7) days of your function date, you will be billed 50% of the quoted cost.

Alcohol

The College holds a Class B Dining Lounge liquor license covering the van der Linden Dining Hall, Fairmont Social lounge, Seminar room and Lecture Hall. This allows the Dining Society to serve alcohol at events, provided food is also served. Under the terms of the liquor license, the Dining Society must be solely responsible for any liquor purchased, consumed, and sold in these areas. Therefore, the following regulations must be observed:

- All liquor served or consumed in a licensed area must be purchased and sold by the Dining Society. Liquor purchased from the Dining Society may not be removed from the licensed area (e.g. cannot be taken outdoors or other areas).
- Liquor purchased elsewhere cannot be brought into the licensed area.
- Liquor may only be served as part of a meal.

These regulations are established by the Province of British Columbia and violation of these regulations is not allowed.

Hosted Bar

The host pays for all bar beverages consumed during the event as well as bartender labour charges, if applicable (no bartender labour charge incurred if bar revenue exceeds \$500) . Prices are subject to applicable taxes.

Cash Bar

Guests purchase their beverages at the event. The host pays for bartender labour charges only. Beverage prices include applicable taxes.

Ice Sculpture

A variety of ice carvings are available to add style and ambience to your event – \$200 per sculpture.

Special Needs

We are capable of accommodating any special needs or menu requirements for guests with food allergies and intolerance's.

Decorations

Room decorations may be done (nothing may be taped or glued to wall, contact the Event Coordinator for further clarification: sjc.events@ubc.ca. Removal of decorations is your responsibility. Any decorations left after the event will be disposed of.

Event Food

All food consumed at events catered by St. John's College will be prepared by St. John's College Dining Society, unless prior authorization has been obtained from the Executive Chef.

Leftover Food

Food remaining after catered buffet is the property of St. John's College.