Fox Valley Technical College
Food Service Hospitality & Catering Policies 2018-2019

PLEASE NOTE:
- No food/beverage carry-ins or outside catering vendors allowed at FVTC Campus events.
- FVTC Food Service reserves the right of First Refusal for all hospitality services.
- Any variance to these policies will need approval by Food Service Director-Mike Ciske at ciske@fvtc.edu or call 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, at least 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.
- Linen only requests are $2.00 per tablecloth, and $.25 per napkin.
Catered Buffets
- Food and beverage will be available for 30 minutes.
- Single pass.
- Billed by guaranteed count, or actual plate count if greater.

Cafeteria Dining Main Campus
- Groups planning to dine in the cafeteria please contact Terri Gruetzmacher 920-735-5701 or gruetzma@fvtc.edu, so food service may plan accordingly.
- Cafeteria hours of service:
  - Monday through Thursday 7:30 a.m. - 6:00 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. – 6:00 p.m. Monday – Thursday
  - Summer hours are Monday through Thursday 7:30 a.m. to 1:00 p.m. Closed Friday's.

Service fees - ALL FVTC Campuses
- A 15% service fee assessed for all catered hot breakfasts, deluxe and traditional continental breakfast packages, lunches, and dinners. We will deliver all meals.

Delivery charge for breaks – FVTC D.J. Bordini Center, Transportation, Agriculture and Public Safety Training Center
- Hospitality totals over $100, no additional charge applied
- Hospitality totals below $100, a 15% delivery charge will be applied

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 a catered meal. All leftover food is the property of FVTC Food Service. Event organizers will need prior approval from Mike Ciske, Food Service Director, for any food removed.
- 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
- Hospitality orders with an internal chart-field string are not subject to service fees.

For special accommodations contact Mike Ciske 920-735-5661 or ciske@fvtc.edu.
Prices are 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 beverage sales of at least $250, not including any bar service expenses.

Hosted Bar
The bartender will keep a total of the number of drinks disbursed. In addition the host will be responsible for the bar service expenses, as well as, the minimum sales guarantee of $250.

Cash Bar
Guests will pay for their own drinks.
Bottled Beer $4, House Wine $6, Soda $1.25, Bottled water $1
The organizer also is responsible for the bar service expenses, and $250 minimum sales guarantee.

Standard Bar Service
Includes Wisconsin specialty beer and premium wine only. Liquor 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 a 15% tip charge.

Sales Tax
Prices do reflect 5% Wisconsin sales tax. Tax-exempt organizations must present a tax-exempt certificate prior to service.