Fox Valley Technical College
Food Service Hospitality & Catering Policies 2014-2015

The Fox Valley Technical College Culinary Arts Program and Food Service Operations, in an effort to provide quality, practical experience to its students, reserves the right of first refusal to provide services at FVTC facilities.

Reserving a Room
- For room scheduling/set-up on Main Campus, contact Teresa Tuschl at (920) 735-4859.
- For room scheduling/set-up at Bordini Center, contact Shannon Schmidt at (920) 735-2576.
- Scheduling a room for formal luncheons and dinners require a minimum of 3 hours for set-up.

Please remember to consider where your group will eat when booking the facilities at FVTC. Time and space is required for service/set-up and clean-up. The Food Service Department will gladly help you to plan your dining & refreshment needs.

Ordering
- All catering requests for breakfasts, morning/afternoon breaks and luncheons are sent to foodserviceorder@fvtc.edu via e-mail one week prior to the date desired.
- All requests for evening dinners or receptions require a minimum of two weeks lead time.
- Outside groups who do not have a contact person at FVTC should contact Terri Gruetzmacher at (920) 735-5701 or gruetzma@fvtc.edu to place food orders.

Changes/Guarantees/Cancellations
- Please confirm cancellations/changes regarding the menu, guarantee count and event arrangements at least two business days prior to the event.
- Cancellations on the day of the event will result in a 50% charge of the amount requested on the hospitality form.
- Please confirm final count within two business days prior to the event, if food service is not contacted, we will prepare and charge for the amount requested on the hospitality form.

Catering Service Charge
- All breakfasts, continental breakfasts, lunches and dinners are delivered.
- Please provide the exact time needed. We will automatically build in lead time needed.
- A 15% service charge is assessed to all catered meal orders.

Delivery Charges for Breaks
- Appleton Main Campus
  - $25.00 per delivery, a maximum charge of $50.00 per day
- Transportation Center, Agriculture Center, and STC Building
  - Over $100.00 cost of break, delivered at no charge.
  - Under $100.00 cost of break, 15% service charge will be added to break cost
- Bordini Center
  - No charge

Delivery Charge
- Neenah - $35
- Oshkosh - $45
Main Campus Break Cart Pick-up & Return Locations
- 7:00 a.m.-10:00 a.m. - Pick up at breakfast area cashier kiosks (AM Breaks)
- After 10:00 a.m. - Pick up in the catering cooler, in hallway by department offices (PM Breaks)
- Return carts to dish return area in the cafeteria as soon as possible after use. Do not leave in the hallway or production kitchens.

Product Credit and Leftovers
- Wisconsin health code concerns preclude FVTC Food Service from accepting any product returns for credit, such as soda, bottled water, pre-packaged break items, etc.
- Food, Health and Safety Regulations prohibit leftovers to be taken after a catered buffet or reception. All leftovers are the property of FVTC Food Service and may not be removed from the premises without prior approval from Mike Ciske, Food Service Director (920) 735-5661.
- Individually wrapped single serve items left at the end of an event are the responsibility of the event organizer.

Meal Accommodation Types
- Casual - Informal buffet style service with lightweight or disposable dishware
- Formal - Attended buffet or plated service with tablecloths, cloth napkins, china and silverware. An additional cost of $1.50 per person will be charged; $25.00 minimum charge.
- If only linens are requested, $2.00 per tablecloths, $.25 per napkin.

Buffet Dining
- Food and beverages will be available for 30 minutes.
- Buffets are single pass.
- Buffets are charged by plate count or guaranteed count, whichever is greater.

Food Service Buck$
- Food Service Buck$ can be used in the cafeteria (NOT Connections Café). Bucks are issued for $2, $5, $6, & $8 amounts and will be billed for the dollar amount issued.
- Cafeteria hours of service are 7:30 a.m. to 7:00 p.m. Monday through Thursday and 7:30 a.m. to 1:00 p.m. on Friday. Summer hours are Monday through Thursday 7:30 a.m. to 1:00 p.m.

Special Accommodations
- For special accommodations, please contact Mike Ciske at (920) 735-5661.

Cafeteria Dining
- While planning your seminar or visitation of outside groups, please make known the availability of food service on campus. Please contact Terri Gruetzmacher at (920) 735-5701 of the number you expect to attend.

Sales Tax
- Prices do not reflect 5% Wisconsin sales tax.
- Direct billings with proof of tax exempt status are exempt.

Internal Service Charge
- Orders with an internal chart-field string will not be subject to a service charge.

Price Changes
- Prices are subject to change. Contact Terri Gruetzmacher at (920) 735-5701 to confirm.
## 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 will be provided by the College at any other College-sponsored activities.

| **Host Bar** | A tally of drinks consumed by guests is kept, and the client contracting the event is billed. |
| **Cash Bar** | Guests pay cash for their drinks |
| | ➢ Bottled Beer $3.00 |
| | ➢ House Wine $5.00 |
| | ➢ Soda, assorted $1.25 |

**Standard Bar Service**
Includes domestic and specialty beer, house wine, assorted soda, glassware, and cocktail napkins

**Bar Service Policy**
Alcoholic beverages are allowed only in the room in which they are being served. State funds may not be used to purchase alcoholic beverages. The client and/or organizers of the sponsoring group where alcoholic beverages are being served will be primarily responsible for the decorum of the event.

**Bar Service Expenses**
Bars must reach a sales minimum of $50.00 per half-hour per bartender. If the minimum is not met, the difference will be billed to the host. There is a $25.00 set-up fee and $25.00 restocking fee assessed for each event. Bartenders have the right to check IDs at point of sale. All wine and beer service must be approved by FVTC Administration.

**Sales Tax**
Prices do not reflect 5% Wisconsin sales tax. Direct billings with proof of tax exempt status are exempt.

**Host Bar Service Charge**
Hosted Bar Service is subject to a service charge of 15%.
1. FVTC Food Services reserves the right of first refusal to provide catered food services to all groups that use FVTC facilities.
2. No outside entities may sell, deliver or serve food without consent and approval of the FVTC Food Service Director.
3. Donated food may be allowed with prior approval of the FVTC Food Services Director.
4. Groups are prohibited from any meal assembly or cooking without prior approval of FVTC Food Service Director. Groups must provide:
   A. Supervision of Licensed Food Manager from FVTC.
      Cost of service is $30.00/ Hour for Supervision.
   B. Food Purchased/Procured from an approved food service source.

**Wisconsin Food Code - 3-201.11 Compliance with Food Law**

1.) Food shall be obtained from sources that comply with all LAWs relating to food and food labeling.
2.) Food prepared in a private home may not be used or offered for human consumption in a food establishment.

C. Proper clean up, appropriate lab attire

5. All food must be produced within the guidelines of the Wisconsin Food Code.
6. Food Service reserves the right to monitor and inspect approved food production, service or storage.
7. A “Certificate of Liability” must be on file with FVTC.

If you have questions or need more information regarding these guidelines, please contact Mike Ciske at (920) 735-5661 or ciske@fvtc.edu

If you or your group has special needs or requirements, Food Service will work with you on meeting or exceeding them. Please do not hesitate to ask.