

# Fox Valley Technical College

## Food Service Hospitality & Catering Policies 2016-2017

The Fox Valley Technical College Culinary Arts Program and Food Service Operations strives to provide quality, practical experience to our students.  
We reserve the right of first refusal to provide services at FVTC facilities, no carry-ins of food or beverages are permitted.

### Reserving a Room

- For room scheduling at Appleton Main Campus contact Teresa Tuschl at [tuschl@fvtc.edu](mailto:tuschl@fvtc.edu), or (920) 735-4859.
- For room scheduling at D.J. Bordini Center contact Shannon Schmidt at [schmidts@fvtc.edu](mailto:schmidts@fvtc.edu), or (920) 735-2576.
- Scheduling for formal luncheons and dinners require a minimum of 3 hours for set-up.

Please remember to consider where your group will dine when booking the facilities at FVTC. 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.

### Ordering

- Send food service requests to [foodserviceorder@fvtc.edu](mailto:foodserviceorder@fvtc.edu) at least one week prior to the event. For assistance or questions contact Terri Gruetzmacher at 920-735-5701 or [gruetzma@fvtc.edu](mailto:gruetzma@fvtc.edu).
- Requests for evening 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/ Cancellations

- Confirm menu changes, final count and event arrangements 72 hours prior to the event. If food service is not contacted, we will charge 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 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 tablecloth, \$.25 per napkin.

### Catered Buffets

- Food and beverage will be available for 30 minutes.
- Single pass.
- Charged by guaranteed count, or actual count if larger.

### Cafeteria Dining

- When on campus if your group plans on dining in the cafeteria contact Terri Gruetzmacher (920) 735-5701 or [gruetzma@fvtc.edu](mailto:gruetzma@fvtc.edu), so that food service may plan accordingly.
- Cafeteria hours of service:
  - Monday through Thursday 7:30 a.m. - 7:00 p.m., Friday 7:30 a.m. – 1:00 p.m.
  - Breakfast 7:30 a.m. – 9:30 a.m.
  - Lunch 11:00 a.m. – 1:00 p.m.

- Sub bar 1:00 p.m. – 7:00 p.m. Monday – Thursday
- Summer hours (June – August), Monday through Thursday 7:30 a.m. to 1:00 p.m. Closed Friday's.

#### Service charge for catered meals - ALL FVTC Campuses

- A 15% service charge will be assessed to all catered hot breakfasts, deluxe continentals, continentals, lunches, and dinners. All catered meals will be delivered.

#### Delivery charge for breaks - ALL FVTC Campuses

- No delivery charge for break totals over \$100
- Under \$100, a 15% delivery charge will be assessed

#### Delivery charge to Oshkosh Campuses - \$45

#### Main Campus Break Cart 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
- Return carts to dish return area of the kitchen as soon as possible after use. Do not leave in the hallways or production kitchens.

#### Product Credit and Leftovers

- Wisconsin health code concerns preclude FVTC Food Service from accepting any product returns for credit.
- Food, Health and Safety Regulations prohibit leftovers to be taken after any 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.

#### 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

- Food orders with an internal chart-field string are not subject to a service charge.

For special accommodations contact Mike Ciske Food Service Director (920) 735-5661 or [ciske@fvtc.edu](mailto: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 will be provided by the College at any other College-sponsored activities.

All wine and beer service must be approved by FVTC Administration

### 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 restocking fee assessed for each event. Bartenders reserve the right to check IDs at point of sale.

### Host Bar Service Charge

Hosted Bar Service will be subject to a service charge of 15%.

### Sales Tax

Prices do not reflect 5% Wisconsin sales tax.

Tax exempt organizations must present a tax exempt certificate prior to service.