

Internal Catering Guidelines and Deadlines

All food and beverages served on the UST campus must be provided by University Dining Services. No outside catering and/or food items may be served. Meetings held off campus for official university business will continue to be reimbursed by the University. Exceptions will be made case by case and must receive written approval from the Dining Services Director.

Deadlines

- Standard catering orders should be placed at least 10 business days prior to your event in order to provide the best service and accommodate special requests. A final guaranteed count is required 72 business hours prior to the event.
- Students, faculty, and staff ordering off the UST On-the-Go menus should place their order a minimum of 48 hours in advance, according to the guidelines below.
- **St. Paul orders placed after 4:00 pm and same day orders may be accommodated by calling the Grill at (651)962-6077 or Scooter's at (651)962-6080.**
- **If you are interested in a custom menu, you must schedule a meeting with the Catering Manager at least 2 weeks prior to your event to discuss menu options.**

<i>Deadlines for UST "On-the-Go"</i>		
<i>Campus</i>	<i>Weekday Orders</i>	<i>Weekend Orders</i>
St. Paul <i>Place order</i> <i>Pick-up order</i> <i>Questions?</i>	48 hours in advance – please remember to order by noon of Friday for any Monday pick-up Indicate pick-up time on RFS (between 7:00 am and 7:30 pm) In the Student Dining Room Kitchen (203B) Call 651-962-6068 during business hours M-F	By noon Wednesday for Saturday or Sunday pick-up Indicate pick-up time on RFS (between 8:00 am and 6:00 pm) In the Student Dining Room Kitchen (203B) Call 651-962-6068 during business hours M-F
BINZ <i>Place order</i> <i>Pick-up order</i> <i>Questions?</i>	48 hours in advance – please remember to order by noon on Friday for any Monday pick-up Indicate pick-up time on RFS (between 7:00 am and 6:30 pm) By checking with kitchen staff Call 651-962-6083 or 651-962-6093 M-F	By noon Wednesday for Saturday or Sunday pick-up Indicate pick-up time on RFS (between 8:00 am and 6:00 pm) By checking with kitchen staff Call 651-962-6083 or 651-962-6093 M-F
Minneapolis <i>Place order</i> <i>Pick-up order</i> <i>Questions?</i>	48 hours in advance – please remember to order by noon on Friday for any Monday pick-up Indicate pick-up time on RFS (between 7:30 am and 7:30 pm) (between 7:30 am and 3:00 pm on Fridays) At the Food For Thought Cashier Call 651-962-4027 during business hours M-F	Contact Catering Manager at 651-962-4027 during business hours Monday-Friday

Leftovers

- *We plan your event based on final counts so that there will be little food left. Please remember that State Health Regulations prevent us from allowing leftover food to be taken after a catered event.*

Liquor Policy

- *All groups requesting the use of alcohol must follow the University's guidelines. The University has a liquor license for the Minneapolis campus and must follow the Minnesota state requirements. All liquor must be purchased thru University of St. Thomas Catering. As the University does not have a liquor license for the St. Paul campus, we use the services of an external beverage provider. Please contact your catering representative to discuss your needs and applicable associated fees.*

Service Fees

- *Based on the start time and length of the event, additional service fees may apply.*
- *Applicable taxes will be applied to all external and cash orders.*
 - *St. Paul and Binz 7.625%*
 - *Minneapolis 10.775%*
 - *St. Paul Liquor Tax 10.125%*
 - *Minneapolis Liquor Tax 13.275%*
- *All external catering events will be charged a 15% service fee.*
- *On-campus delivery charges vary. Cancellations will be billed accordingly.*
- *Although all dining rooms have one basic set-up, we are able to arrange the room to meet your specific needs. Special room set-ups require additional time and will be charged accordingly. Please contact Campus Scheduling Services at (651)962-6670.*
- *Dining Service is typically closed on holidays. We may be able to accommodate events during a holiday; charges will be adjusted to reflect additional labor costs.*
- *We offer carving and picnic style services. If you would like a Chef during the time of your event, a \$75.00 service fee will be added for a minimum of 2 hours; additional time or cooks will be at a rate of \$50.00 per hour.*
- *If temporary wait staff services are needed for your event, additional fees will apply.*