



Planning Your Special Event

We pride ourselves on being able to meet everyone's catering needs. The following steps will help you through the process of organizing your special function.



Contact the Catering Office

You may contact the Catering Department at 407-646-2675 or www.rollinsdining.com/catering.html or cossa@rollins.edu. Our office hours are Monday through Friday, 8:00 am – 5:00 pm, closed on weekends and holidays.



Reserving a Location

To reserve a room for your event, please contact the Office of Scheduling and Events Services at 407-646-2576 or submit your request online.

<http://ems.rollins.edu/VirtualEMS/> Whether the event is to take place on or off campus, the location reservation needs to be confirmed before placing the Catering order. Tables, chairs, trash cans and all other equipment need to be arranged by you through the Office of Scheduling and Events Services.





Planning Your Special Event

Arranging and Reserving a Date

Please submit your Catering request on line through Rollins virtual Event Management System (<http://ems.rollins.edu/VirtualEMS/>). After we have finalized all the details of your event, you will receive a Banquet Event Order form (BEO) to be signed and returned. All information such as location, number of guests, time of function, and menu selection, need to be decided at least ten (10) business days prior to the event. Cancellations and final changes, including the customer guarantee count, MUST take place at least three (3) business days prior to your event. Charges will be incurred if you make any cancellations or changes after this time frame. If you do not contact us with a final count within the three (3) business days allotted, we will prepare for the estimated number and charge accordingly.



Event Confirmation and Guarantees

A guarantee is required three (3) business days prior to the event. This confirmation and guarantee will include the exact times, location, attendance, menu choices and room setup. If your event is cancelled, you are responsible for contacting the Catering Department and canceling the event. You will be liable for 50% of the estimated total cost of your event for any event that is not cancelled within three (3) business days, and confirmed in writing. If Rollins College is closed due to inclement weather or other unforeseen occurrences, all catering events will automatically be cancelled.





Planning Your Special Event



Payment

For college related events a budget code must be provided at the time you submit your Catering request. If the catering office has not received this information prior to your event date, your event will not take place. Non-University related groups are required to contact the office of Scheduling and Events Services and make the necessary arrangements to ensure payment. A deposit of 75% is required one week prior to the event with the balance due at the conclusion. Tax exempt organizations are required to submit a copy of their exemption certificate prior to the event.



Alcohol Policy

All alcoholic beverages must be served by an approved outside vendor and consumed in designated areas. Arrangements with the vendor must be made by the client and communicated to the Catering office prior to the event.



Attendants

To ensure that your event is a success we recommend that you have an attendant for all receptions and breaks for every 50 guests. If attendants or servers are needed a fee of \$25.00 per attendant per hour for a four (4) hour minimum will apply.



Equipment

As the host of your event, you will be responsible for any equipment that has been provided. Any missing or damaged equipment or supplies will be charged to your account, at replacement cost. If your event requires specialty rental equipment and supplies, we can provide this for you at an additional cost.



Planning Your Special Event

China

Our Catering Department provides high-quality compostable plastic products as the standard. If china service is requested the costs are as follows:



Full service	\$3.00 per person
Coffee or beverage	\$2.00 per person
Reception	\$2.50 per person

Linens

Standard house floor length linens will be provided for food and beverage set up tables at no cost. If requested, specialty linens can be provided, and you event will be charged accordingly, as follows:



White linens for banquet and dining tables	\$3.50 each
Floor length and specialty linens	\$20.00 each

Other Charges

Minimum order charge for any event	\$30.00
For orders below the minimum number of required guests (please refer to catering guide) a 10% fee will be assessed per person.	
Late fee for events booked with less than a 72 hour notice.	\$30.00
Time allotted for a catered event is two hours. Hourly fee for events that exceed that time frame	\$25.00



Food Removal Policy

Local Health Department policy prohibits the removal of excess food items from the event site.