

# Banquet and Catering Policies

**FOOD AND BEVERAGE SERVICE:** USC Hospitality is responsible for the quality and freshness of the food served to our guests. All food served must be provided by our culinary staff. USC Hospitality does not allow any outside food or beverage to be brought into your event. All food prepared by our culinary staff may not be taken off the premises by any attendee. The sale and service of alcoholic beverages is regulated by the State of California and USC Hospitality is bound to uphold all regulations as a licensee.

**EVENT REGISTRATION:** All events taking place at the University of Southern California are required to complete a USC Event Permit Application on-line at <http://capsnet.usc.edu/Events/EventPlanning/index.cfm>. This permit must be submitted no later than 4 weeks prior to your event date.

**SERVICE CHARGE AND TAX:** All catering and banquet charges are subject to a taxable 20% Service Charge and applicable Sales Tax.

**FUNCTION ROOM ASSIGNMENTS:** Room Assignments are made according to the guaranteed number of guests. USC Hospitality reserves the right to change room reservations to best accommodate your function and/or according to need.

**DELIVERY SERVICE – WITHOUT ATTENDANT SERVICE:** All cold and room-temperature menu items as well as beverages can be delivered to campus locations. Delivery and pickup arrangements are scheduled in advance to suit your convenience. Additional delivery charges and minimum orders are required. Disposable paper products and utensils appropriate to your menu selection are provided with delivery service. Should you wish to upgrade, please contact your Catering Manager for pricing and details. USC Hospitality does not provide tables. Linen tablecloths are available. The event location must be unlocked and available at least 30 minutes prior to the start time as shown on the Banquet Event Order. The client is responsible for the safekeeping of all USC Hospitality equipment dropped off at the site. Any lost or damaged equipment will be charged at replacement value.

**ENTRÉE SELECTION AND ADDITIONAL CHARGES:** For groups less than twenty (20) Guests, a labor charge of \$50.00 will be added for meal service. In the event that your group requires a split menu, entrée selections are limited to a maximum of two selections. There may be an additional charge for this service. USC Hospitality requires that the client produce place cards or tickets identifying the particular entrée selected by each guest. If USC Hospitality needs to produce more than the initial amount guaranteed for a specific entrée, the client is responsible for the cost of the additional meals.

**GUARANTEES:** Unless otherwise noted, the minimum guarantee for all catered food functions is ten (10) Guests. A guaranteed attendance figure is required for all meal functions three business days prior to the function date and is not subject to reduction. If the catering office is not advised by this time, the estimated figure will automatically become the guarantee. We will be prepared to serve 3% over the guaranteed number for groups.

**MENU PRICING:** The quotation herein is subject to a proportionate price increase to meet increased cost of food, beverages, labor, etc. Quotation cannot be guaranteed until 60 days prior to the time that the particular function takes place. Pricing does not include service charge or sales tax.

**AUDIO-VISUAL EQUIPMENT:** We will be pleased to arrange for any audio-visual requirements for your event. Audio Visual is not permitted to be brought into our facilities without a pre-approved signed authorization consent forms with applicable surcharges in lieu of standard rental fees. USC Hospitality applies a 20% service charge on audio visual which is taxable according to California sales tax law.

**BILLING:** An acceptable form of payment must be agreed upon during the initial booking arrangements. USC Hospitality accepts advance deposit (prepayment), internal requisition (USC only) or completed credit card authorization form.

**SECURITY:** USC Hospitality does not assume responsibility for damage or loss of any merchandise or articles left on premise prior to, during or following any event. Arrangements for security to monitor equipment or merchandise may be made through your catering contact prior to the event.

**DECORATIONS:** Your catering contact will be happy to assist you with arranging freshly cut flowers, centerpieces, ice carvings, themed décor, etc. USC Hospitality will not permit the affixing of anything to walls, floors, ceilings or equipment with nails, staples, tape or any other substance or device. Should you wish to use candles, a fire permit must be obtained from USC Fire and Safety.

**SIGNAGE:** USC Hospitality reserves the right to have full control over sign usage and placement on premise. To uphold to USC Hospitality standards, signage must be kept to a minimum and must be professionally produced.

**PACKAGE HANDLING:** There will be a \$5.00 receiving charge per box added to your master bill for any boxes received to our property related to your event. Materials delivered in speed packs or pallets are subject to additional charges.

**PRESERVATION FEE:** Effective July 1, 2013 there is a mandatory preservation fee for events held at Town and Gown. The fee per booking is \$50.00 for USC groups and \$75.00 for NON-USC groups. The Town and Gown Preservation Fund has been established to support the upkeep of this historic Trojan family jewel. Money collected is for the purpose of building upkeep and beautification outside of the “day to day” repairs and preventative maintenance.