



EDGE

CATERING

Guidelines 2023-2024

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General

General Information

EDGE Catering caters events on OSU-Cascade's campus. We also provide pick-up orders for events off campus. Unless otherwise specified, all catering service is buffet style.

Reservations

For External Customers:

Prior to placing a catering order, groups must first contact Conference Services to book a room on campus. Once the booking of the room has been placed external groups may book catering services. Before an order is confirmed Catering staff will confirm room bookings with Conference Services staff.

External customers must provide a billing person, address, phone, and email address at the time of placing a Catering Order.

External customer with orders greater than \$1,000 may be required to pay a deposit for the reservation. That deposit is based on your quoted total at the time of placing your catering order and subject to cancellation policy.

For Internal Groups:

Prior to placing a Catering Order, groups must make a room reservation in R25 Live. Catering Staff will verify the room booking prior to approving the catering request. If there is a room change it is the Internal Group's responsibility to inform EDGE Catering of any room change after the event has been approved by EDGE Catering Staff.

Internal customers must provide a billing index at the time the order is placed.

All charges are billed after the event has occurred.

Caterings on holidays are subject to staff availability and will be reviewed on an order-by-order basis.

Caterings on weekends must be made a minimum of 30 days in advance and must be requested by emailing catering@osucascades.edu. Menu choices must be made at the time of the request for a weekend event.

Menu Selection

EDGE Catering uses the CaterTrax Ordering system. This system can be accessed by going to <https://beav.es/SYy>. You will need to either register a new account or log into an existing account to make your order. To sign in you will need to provide: the account holder's Last Name, Email, and Password.

For custom menus please email catering@osucascades.edu. All custom menus are subject to the Custom Menu Fee. All custom menu orders will still require a CaterTrax account.

You will immediately receive an initial invoice of your catering order to the email you used when creating your CaterTrax account, this will be considered a quote for a catering order. Expect your order to be confirmed within 2 business days. You may log into your CaterTrax account at any time to see the status of your order.

Menus chosen less than 14 days in advance are subject to availability.

Special Dietary Needs

Edge Catering will make every effort to meet the special dietary needs of all your guests.

We have vegan, vegetarian, halal, gluten-free and other allergen-free menu items.

If you have concerns about how to accommodate these guests, please contact catering@osucascade.edu.

Guarantee of Attendance

A Final Guarantee of Attendance is required 10 days prior to the event date. If a final Guarantee of Numbers is not received by this time, we will use the Guest Count provided on the Event Order. Please note that this number will be considered a Guarantee and not a reduction. Any increases to your guarantee are subject to approval based on availability of products.

Changes of the Guarantee of Attendance up to a 10% increase or decrease may be accommodated if provided within 3 days of event, that is contingent on if supplies and preparation time allows.

Charges will be based on the guaranteed number or actual number served, whichever is greater.

On Campus Venues

Edge Catering provides catering services in many classroom buildings and offices across campus. These buildings are Ray Hall, Tykeson Hall, Obsidian Hall, and Public Spaces of the Residence Hall.

The minimum order for a catering service is 10 people. All catering deliveries must exceed \$50, if the order does not exceed \$50 but is delivered, the order is subject to a delivery fee. Pick up catering options are available to limited menu items. For items available for pick-up, please visit the "pick-up" section within CaterTrax.

Order Cancellations

We understand that plans change for various reasons, and we will work to make accommodations when possible. However, changes often have a financial impact to the operation.

Orders cancelled within 48 hours of a scheduled event will be charged for the full amount of the quote.

Orders canceled between 2-4 days prior to the event will be charged 50% of the quote.

Orders canceled between 5-7 days prior to the event will be charged 20% of the quote.

Orders canceled more than 7 days in advance will not be subject to any charges unless a special menu selection was made that required purchase of an item outside of our established catering menu. In such a case, the customer would be charged the amount of the item which was ordered.

All deposit refunds subject to a processing fee of \$25.

Additional Fees

Event Fees	Charge
Custom Menu (Custom items, custom costing)	Custom menus may be subject to a fee
Late Event Booking	Events accommodated and booked less than 10 days in advance may be subject to a fee
Events requiring staff to stay ending later than 8 PM will incur an additional labor fee.	\$25 or up to 20% dependent upon event service
Events requiring staff to start before 7 a.m. will incur an additional labor fee.	\$25 or up to 20% dependent upon event service
Extended Service including Additional Setup, Clean up, Extended labor, or Large Delivery Set-ups	\$25 per additional hour, including extensions within the first hour
Unscheduled return or delivery trips.	\$25 per additional hour, including extensions within the first hour, or wrong delivery or pick-up times given when ordered.
Additional Alcohol Bartenders	\$50 per hour per bartender
Delivery Fee for orders less than \$50	\$10 fee
Service Items	Charge
Black Linen Tablecloths (Complimentary for Buffet items)	\$7 each, when requested
Orange Linen Napkins	\$1 each
China/Glassware/Equipment/Floral Arrangements (NOTE: Selections and prices from vendors are subject to change without notice.)	Prices based on community availability + 10% handling fee.
Lost or Damaged Service items	Price for replacement at current market price determined by the catering manager.

Miscellaneous

Compostable and/or single use products are included in the listed menu prices. EDGE Catering does its best to source sustainable products when available.

Every event will be set at least 10 minutes ahead of your start time.

Edge Catering does not accept gratuity.

At the end of any event, all catering equipment must be left at the location of the event and/or in the care of Edge Catering staff. Taking any equipment with leftover food or beverages to another location is strictly prohibited.

After an event, if there is remaining food at the end of an event, EDGE Catering is committed to making its best effort to distribute the surplus to various campus student groups. This initiative aligns with our commitment to minimizing food waste and supporting local community needs.

Food Safety

Due to potential food safety concerns, all food left beyond the time of the agreed service will remain the property of Edge Catering and may not be taken from the event.

Prior to the end of service, you may package food to take from the event in your own personal containers. Edge Catering does not provide to-go containers for leftover food.

Edge Catering reserves the right to request that you do not leave with food if it is at risk for food safety concerns (i.e., shrimp cocktail).

If you choose to take any food item from the event, you as the guest assume all liability for any risk. At the event end time, Edge Catering no longer assumes any liability.

Catering should not be delayed from a scheduled pickup time for guests to consume/remove remaining food. If there is any delay not due to Edge Catering, there will be a fee.

Alcohol Policies

At EDGE Catering, food is our number one focus; however, beer and wine can be served to complement the event if certain requirements are met. All alcohol is served in a responsible manner by trained and knowledgeable EDGE Catering staff.

Hosted Bars: You, the client, pay for all beverages for the duration of the event. Some clients will use tickets to host a bar. Guests may not purchase additional alcohol at the event. Cash Bars are not available through EDGE Catering.

The following requirements must be met for Edge Catering to provide alcohol service:

- Only beer, cider and wine will be served. No hard alcohol.
- All Alcohol service will not begin serving alcohol during university business hours, generally 8am – 5pm.
- All alcohol service requests must have a minimum guarantee, otherwise known as a base quantity, of 25 people or 1/3 of the total anticipated guest count, whichever is greater.
 - If the number of alcohol servings does not exceed this base quantity, charges will be incurred based on the guaranteed number.
 - Once the guaranteed quantity has been served, every additional person served will be added to the final bill.
 - Edge Catering will ensure that there is sufficient alcohol at the event to meet the greater of two criteria: either the minimum requirement of 25 people or the combination of 1/3 of the total anticipated guest count plus a small overage to accommodate any unanticipated servings.
- All alcohol service will incur a per event \$50 fee to use the EDGE Caterings OLCC license.
- Alcohol service must be booked with Edge Catering 30 days prior to the event, in order for catering services to register the event with University Risk Management for university functions, or events held on the OSU campus.
- Food must be included with all alcohol orders. Edge Catering must approve the menu and quantity of both food and alcohol, per OSU's Alcohol Policy. Alcohol will not be available until food is served.
- Alcohol service will end 30 minutes prior to the conclusion of the event and/or food pick-up time if the event is for more than one hour. Smaller service times for alcohol may be accommodated upon request.
- Alcohol consumption is limited to the immediate premises where alcohol is being served.
- Edge Catering Bartenders are trained to check the I.D. of anyone appears under 30 years of age. If you are planning on serving alcohol at an event, all attendees must bring their ID.
- Guest IDs may be checked at multiple points of service at an event, including but not limited to check-in and at the alcohol service location.
- Edge Catering reserves the right to refuse alcohol service to any person.
- The bar service price-per-guest booking includes:
 - Up to 2 hours of alcohol service and bartender(s)
 - 1 hour of set-up/clean-up time
 - A variety of Beer, Wine, and Cider
 - Infused water
 - Variety of canned sparkling beverages
 - Choice of lemonade or iced tea.
- If event service times need to exceed 2 hours, please contact catering for availability and additional rates.