



Planning Your Special Event

Arranging and Reserving a Date

Even if the event is tentative, please contact the Catering Department so we have you on our calendar. The only information we need to get started is the date of the event.

Time, location, and the approximate number of guests should be made available to our office as soon as possible, but no later than 10 business days prior to the event.

Reserving a Room

The location of the event needs to be determined prior to our servicing the event. When reserving the room, please contact the Buildings & Grounds Office at 617-243-2220.

Room set ups, tables, chairs, and other equipment arrangements need to be made by you with the number listed above for each location. The Catering Director will advise you on the total number of tables needed based on your menu and guest counts. Please allow additional time for set up prior to the start time of the event and additional time for clean up following the event when booking the room.

Served Meal

Allow 3 hour set up and clean up

Buffet with Dining Tables

Allow 1 1/2 hour set up and 1 hour clean up

Buffet Only

Allow 1 hour set up and 1 hour clean up

Reception

Allow 2 hours set up and 1 hour clean up

AM/PM Break/Beverage Service

Allow 1/2 hour and 1/2 hour clean up



Planning Your Special Event

Contact the Catering Office

You should contact the catering office at least 10 days prior to the event. We will either make arrangements with you by telephone, fax, email, and website or by appointment. For more complex events, we will set up an appointment time with the Catering Director.

Office Hours	8:00 AM – 4:30 PM
Telephone Number	617-796-4325
Fax Number	617-796-4324
Email address	catering@lasell.edu
Website	www.laselldining.com

Food and Beverage Orders

Food and beverage orders require a minimum of 10 days notice. The Catering Department will try to accommodate requests for services within reason, but unfortunately cannot guarantee service of all short-term events.

To determine your food and beverage needs, please review the enclosed menus. If you would like to design a special menu with our chef, we will be happy to customize one with you. Once your selections are made, a Function Sheet will be prepared and provided for you.

Confirmation of Details

After finalizing the details of your event, you will receive a Confirmation Sheet confirming all the details of the event. Please carefully review all the information for accuracy and completeness; sign and fax or email to the Catering Office at 617-796-4324. Please include the Department name and billing code and/or credit card information to be billed.



Planning Your Special Event

Menu Changes

Any requests for changes to menu items must be made as follows:

Weekdays - Three (3) business days prior to the event.

Weekends - Noon on Wednesday for weekend events.

These changes are not considered approved until a revised Function Sheet is completed and sent to you for your approval. The revised Function Sheet needs to be signed and returned to the Catering Office. In the event we are unable to provide you with a particular menu item, we will notify you as soon as we are aware of the situation and make recommendations for substitutions appropriate to your event and budget.

Guarantee Policy

To ensure proper service, final guarantees of guest counts must be confirmed with the Catering Office Three (3) business days prior to the event. For all weekend functions, the final guarantee of guests is required by noon Wednesday prior to the event. Charges will be billed for the guaranteed number of actual attendance, whichever is higher. If a final guarantee is not confirmed within three (3) business days, we will prepare for the estimated number and charge accordingly.

Cancellations

There is no charge for events cancelled at least Two (2) business days prior to the event. Cancellations made less than Two (2) business days prior to the event will be charged for costs incurred to that point. Cancellations made the day of the event will incur 50% of the charges. If the College is closed due to inclement weather, all catered events will be automatically cancelled and we can assist you with rescheduling at a future date.

Payment

All catered events must have a secured payment method prior to the function. Departmental billing, Visa, MasterCard and American Express are all acceptable methods of payment. Outside groups are required to make a deposit of 75% of the estimated total when the Function Sheet is signed with balance due at the conclusion of the event. Tax exempt organizations are required to submit a copy of their exemption certificate prior to their event date.



Planning Your Special Event

The following taxes are additional to the prices for non-university groups:

15% Service Charge

6.25% State Tax

Service Equipment

Our Catering Department provides high quality recycled paper products as a standard for all events and menus. No additional charge for china if the event is held in the Edwards Student Center.

If you require china service, the following fees apply:

Full Service Meal	\$2.50 per person
Breaks	\$2.50 per person
Receptions	\$2.50 per person
Bar/Coffee Service	\$2.50 per person

To ensure orderliness at events when china is used, it is our policy to provide wait staff for a charge. See Service Staff section for a breakdown of charges.

Linen

Tablecloths are provided for all food and beverage tables with each food order. Linen for guest tables for receptions, breaks, boxed lunches, registration, speaker tables, name badge tables, and materials tables are available and the following fees apply:

Banquet Tablecloth	\$5.00
90" x 156" Tablecloth	\$10.00
90" Round Tablecloth	\$7.25
Table Skirts	\$23.00
Linen Napkins	\$0.75

Specialty linens are also available for your food and guest tables at an additional cost, please set up an appointment to view the linens.



Planning Your Special Event

Floral

We will be happy to order, receive and handle specific floral and decorative requests for an additional fee determined in accordance with specific needs.

Service Staff

Continental breakfasts, breaks, and receptions are priced for self-service. Buffet style functions are staffed with one attendant for every 25 guests and are included with the per person price. All waited meals servers are included. Served meals are priced on an individual basis.

The charge for each staff member is:

Attendants	\$25.00 per hour (minimum 4 hours)
Bartenders	\$26.00 per hour (minimum 4 hours)
Station Chefs	\$100.00 flat fee

Catering Equipment Loss

As the host of your event, you are responsible for the equipment we have provided for the service of your event. Any missing equipment or equipment damaged by guests will be charged to your account, at replacement cost. In the occurrence of a very large event, specialty equipment may need to be rented. We can provide this for you at an additional charge.

Food Removal Policy

Due to health regulations, it is the policy of Lasell College Dining Services that excess food items from events cannot be removed from the event site. Items purchased for pick up should be properly stored prior to the event and removed and disposed of by the host of the event.