



Catering Guidelines

Catering

Dickinson

WELCOME!

Dickinson College catering services are available to the college and local community. We offer a variety of menus and service options to suit any budget, from beverage stations and luncheon buffets to elegant dinners and weddings.

Our team provides expert recommendations on fine dining with global cuisine and impeccable presentation. We use only the freshest ingredients and highest-quality seafood, poultry, meats, and produce from trusted vendors. Our homemade baked goods are prepared daily for irresistible freshness.

We look forward to serving you and making each event exceed your expectations.

Taxes & Fees

1. **Sales Tax:** 6% Pennsylvania state sales tax applies to all orders. A tax-exempt certificate must be provided for sales tax to be removed.
2. **Gratuity:** An 18% gratuity will be automatically added to the cost of non-campus functions when full service is provided.
3. **Delivery:**
 - On-Campus Orders: \$30 delivery fee for orders under \$200.
 - Off-Campus Deliveries: \$60 fee for events up to 50 people; \$1 per person for each additional guest beyond 50. Distance and additional staff transportation may incur additional charges.
4. **Additional Fees:**
 - Labor: Added fee for service staff on site during events with a la carte orders.
 - Linens: Fees apply if additional linens are requested.
 - Add-Ons: Fees for extra food or non-food supplies.
 - Tableware: China & glassware: full meal service \$2.50 per guest outside the HUB, reception \$1.50 per guest, or per piece according to our a la carte menu
 - Lost Items/Damaged Equipment
5. **Cleaning Fees:** Fees of \$100 plus \$30 per hour per employee apply for the cleanup of excessive waste, which includes:
 - Confetti or sparkles
 - Trash or food on floors/tables
 - Broken bottles or spills
 - Dirt/mud/rain/snow/leaves
 - Displaced or broken furniture

Questions? For additional information, call Dining Services at 717-245-1318.



PLACING AN ORDER

Catering orders are accepted Monday through Friday 8:30am-4:00pm by phone (717-245-1318) or email (catering@dickinson.edu). Campus departments must register all events through Engaged prior to procuring catering services. Off campus partners utilizing college spaces must have a confirmed reservation with the Office of Conferences and Special Events (CASE). Community members may order for pick-up or off-site catering on a space-available basis. The catering and culinary team will review all orders and may accept or decline based on previously scheduled events, college closings, and product or staff availability. Note that most menu items and meal packages require orders to be placed 10 business days in advance.

The following information is required at the time of order:

- Title of Event
- Primary contact name, email, phone number, and billing address
- Department or Sponsoring organization
- Date
- Time - start and end
- Location
- Number of guests expected*
- Menu selections: from Catering Guide menus
- Special dietary needs**
- Type of order: Pick-up, delivery, set-up and clean-up, and/or full service during event
- Tableware: China & glassware, melamine, hard plastic, or paper & plastic
- Linens: if needed - sizes, quantity, colors
- Alcohol service: Will alcohol be served? What is the plan for alcohol service?
- Method of payment***

***Guest Counts**

Final guest counts are due 5 business days prior to the event date. Counts that decrease after that time will not receive a reduction of the bill. But to reduce waste we encourage hosts to let us know. If the guest count increases after the deadline, we will attempt to provide for all attendees, but cannot guarantee the exact same menu items or preparations. All count increases will be billed according to actual attendance.

****Special Dietary Needs**

We will address special dietary needs such as vegan, vegetarian, gluten-free, halal, and top-9 food allergies if specific numbers and details are provided by the client 5 business days in advance. Special dietary needs will be plated and served to guests by name in order to ensure guests' dietary needs are properly handled. Dietary accommodations are provided at no additional charge when the meals are chef's choice. Specific, guest-selected menu items for dietary accommodations will be billed an additional \$5 per meal.

*****Method of Payment**

Events funded by Student Senate must have advanced, written approval before the order can be placed. Please submit Student Senate approval forms for each event to the Dining Services office or by email to catering@dickinson.edu.

Events funded by internal requisition payments require presentation of the internal requisition in advance to the Dining Services office or by email at catering@dickinson.edu. All other payment methods will be billed and collected through the Dickinson Cashier's Office.

Pickup or Delivery

To avoid delivery charges, catering orders may be picked up through Rush Express 7 a.m. to 7 p.m. Some hot items may not be available until later in the morning. (Ex. quiche is available after 8 a.m.) Pickup orders are packaged in recyclable disposables; hard plastic trays with clear lids, cardboard bakery boxes, or aluminum foil pans. Recyclable serving utensils may be added to the order for a small fee. Cold beverages will be in gallon jugs, hot beverages come in disposable cardboard box dispensers. This saves customers the trouble of caring for and returning items, so, please, recycle when finished!

Deliveries are made after 7 a.m. and before 7 p.m. Delivery includes all chafing dishes, serving utensils, beverage dispensers, etc. All non-food items and equipment will be picked up by Catering staff within 24-hours after the event unless otherwise specified. The client is responsible for the safe handling and security of these items. Lost or damaged items will be charged to the host.

Changes and Cancellations

Requests to cancel an order must be submitted in writing at least three 3 full business days prior to the day of an event. Proper cancellation eliminates charges for food and labor. Improper cancellation will result in a bill for the entire event. All events are automatically canceled without charge if Dickinson College announces a college closing due to weather incidents or other emergencies. Requests to change a menu may be made up until 10 business days before the event. Orders from the Rush Menu may not be changed if they are placed less than 10 business days before the event.



CUSTOMIZED MENU

When an event requires a specialized menu that differs from our current offerings, please consider a unique customized menu. All custom menus require the order to be placed a minimum of 8 weeks prior to the event date to ensure sufficient time for product sourcing as well as recipe creation and testing.

A full service meal may typically include:

- Appetizers
- Salad | Salad Dressings
- Entrée | Vegetable | Starch
- Rolls and Butter or Bread and Butter
- Standard Dessert or A la Carte Dessert
- Coffee Service and Hot Tea Service or Lemonade or Tea Cooler

The minimum order is 25 servings/guests per entrée choice for custom menus.

Current market costs will determine final pricing, however, below is a general list of estimated entrée costs:

- Lobster, Chilean Sea Bass, Duck, or other Exotics: \$60 per person
- Beef: \$50 per person
- Chicken or Fish: \$40 per person
- Vegetarian or Vegan: \$30 per person

Served Meals: addition of a second entrée choice - add \$2 per person.

Buffet Meals: addition of a second entrée – add 50% of lesser cost entrée to total of first entree.

Special diet accommodations: For vegan, vegetarian, halal and Top 9 allergens only, we provide a special dietary accommodation meal at no additional charge. These meals are chef's choice and served to the individuals who requested them, not presented on the buffet. Special dietary needs must be communicated 5 business days in advance.

Guest-selected special dietary menu requests will incur an additional charge of \$5 per person.

Contact the Catering Manager for more details: catering@dickinson.edu



ALCOHOL SERVICE

All events with alcoholic beverages must have food accompaniment and TIPS/RAMP trained servers.

TIPS/RAMP Servers can be scheduled through the Catering department for President and Board of Trustee level events. All other events must acquire TIPS/RAMP servers through the office of Student Leadership & Campus Engagement (SLCE), an off-campus vendor, or by hiring and/or training someone within their own department.

TIPS/RAMP training can be acquired online at the following link:

[Pennsylvania RAMP Alcohol Server Training, | TIPS](#)

When TIPS/RAMP servers are scheduled through Catering, the hours are billed to the sponsoring department or host at \$18.00 per hour as follows:

Beer and Wine bar: the duration of the event plus 30 minutes before start time and 30 minutes after end time.

Full bar: the duration of the event plus 1 hour before start time and 1 hour after end time. Additionally, full bar service requires a fee for mixers of \$2 per guest. A signature drink only, will require a \$1 fee per guest for mixers.

All alcohol must be provided by the sponsor and may not be sold in any way at the event. Dickinson College maintains strict alcohol service standards. Please review the [Alcohol at Events Policy](#) before holding an event with alcohol on campus.



ALCOHOL HANDLING

Alcohol Storage

We will gladly receive, store and chill alcohol up to 2 business days prior to the event when TIPS/RAMP servers are scheduled through Catering services. At the conclusion of the event, remaining alcohol must be removed immediately by the designated sober host, or picked up from us within 1 business day. Storing and chilling of alcohol beyond these parameters will incur storage fees.

Storage fee for each case/box (smaller quantities will be treated as 1 case):

\$5 per day -for the first week

\$10 per week -for 2nd and 3rd weeks

\$25 per month thereafter, or if scheduled in advance

Alcohol Handling

When TIPS/RAMP servers are not provided through Catering, event hosts should make arrangements for storing and chilling of alcohol outside of Dining Services. If no other options are available, we can consider, on a space available basis, storing and chilling at the prices listed above with the addition of a \$20.00 receiving fee and a \$30 delivery fee.

Please note that beyond delivery to the event site, catering staff are not to be handling alcohol at events where TIPS/RAMP servers are hired from other departments or off-campus sources.



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