



Epicure Catering Policies

Epicure Catering at Sacramento State invites you to experience our gracious hospitality, exquisite cuisine, and unparalleled service at your next campus event. Whether you're planning a seated dinner, staff meeting, buffet, BBQ, or fundraising event, we offer professional services that match your taste and budget. Our chefs, enthusiastic student team, and professional staff deliver beautifully presented food to our Sacramento State family and their guests each and every time.

The following policies were developed to assist you in hosting a successful event and to provide information about placing your catering order using Epicure Catering's online ordering system.

Before Placing Your Order

Please consider the following before placing your catering order online:

- Event date
- Event location: Confirm your room reservation
- Event start and end time
- Guest count
- Guests with dietary restrictions or food allergies
- Budget parameters
- How billing will be handled

Ordering Guidelines

Place Your Order	At least two weeks before the event date
Final Guest Count	Three business days before the event date (to avoid additional charges)
Cancellations	Three business days before the event date (to avoid additional charges)
Blackout Dates	Online ordering is unavailable five or fewer days before your event. Please call Epicure Catering at (916) 278-6786 for assistance in placing your order. Orders placed within five or fewer days of your event will incur a 15% charge.
Changes to Menu, Style of Service, or Location	Three business days before the event

All Epicure Catering menu items are subject to product availability and prices may change without notice. Once an order is accepted by Epicure Catering, pricing is guaranteed. You'll be notified in advance if menu substitutions are necessary.

Guest Count Guarantee

A final guest count must be provided three business days before your event. If we don't receive your final guest count before the event, we'll use the last estimate on record as the guarantee. Guest count at the time of billing will be based on the guarantee or the actual attendance at your event, whichever is higher.

Changes made to the final guest count after the three business-day deadline will incur an additional 20% charge for each additional guest.

The Epicure Catering culinary team prepares food for your event based on the final guest count plus 5% (or up to 15 additional portions) for the entrée menu or buffet meal.

Cancellations

A cancellation must be made in writing at least three business days before your event to minimize costs already incurred by Epicure Catering. Email your cancellation request to catering@csus.edu.

Due to food and labor costs, some fees will be prorated and charged to the client if the event is canceled less than three business days before the event.

The following fees apply:

Less than Three Business Days	50% of the quoted price for the event will be charged
One Business Day or Less	100% of the quoted price for the event will be charged
If Sacramento State closes unexpectedly, your event will be cancelled at no charge.	

Alcohol

Epicure Catering can assist you with alcohol and bar service arrangements for your event. All catering clients must adhere to the [Sacramento State Alcoholic Beverage and Drug Policy](#).

The bar may only remain open for a maximum of (not to exceed) three hours of bar service. A non-alcoholic beverage must be served at all events. The Epicure Catering staff must attend all bar service events. The alcohol bar service setup is an additional charge and will be added to your bar service time.

- The bar will close 30 minutes before your event's scheduled end time.
- A photo ID with proof of age may be required.
- Service may be refused to anyone who appears to be intoxicated.
- Please contact Epicure Catering for additional arrangements, e.g., food service, during your alcohol service.

Wine and beer charges are listed in the online ordering system under "Bar Service."

Delivery Charges

Delivery charges apply to all orders for events held outside the University Union building.

Please note: All orders for events held in the University Union must be delivered per Union policy.

Orders Greater than \$100.00	No delivery charge
Orders Less than \$100.00	The delivery charge is calculated by subtracting the order cost from \$100.00. Example: \$100.00 - \$80.00 order cost = \$20.00 delivery charge. Please note: The delivery charge for orders less than \$50.00 will exceed the order cost. Example: \$100.00 - \$30.00 order cost = \$70.00 delivery charge.

Holidays and Breaks

Epicure Catering is not available on designated Sacramento State holidays. During Sacramento State breaks, Epicure Catering may not be available. If you have questions or need clarification, please contact Epicure Catering.

Leftovers

Unfortunately, due to health regulations, leftovers may not be taken from the event and will not be packaged for removal for any reason. Exceptions include baked items such as cookies, brownies, bagels, and breakfast breads.

In compliance with health regulations, perishable food items served buffet style can only be presented for a maximum of two hours.

Payment

All catering costs must be paid before the event.

Sacramento State Departments	Credit card, purchase order, procurement card, Campus Grant Program, account number, or Dollars for Clubs and Organizations funding is accepted.
Sacramento State Student Groups	Funds must be approved from Student Organizations and Leadership before placing an order.
Off-campus Organizations (Private)	A 50% deposit is required fourteen (14) days prior to the date of the event based on the order details at that time. If the order is being placed with less than fourteen days notice, the 50% deposit will be due at the time the order is placed. Any adjustments made to the order prior to the event will be reflected in the final invoice, which will be charged after the event takes place. Payment is accepted through our online ordering system with credit cards or by sending a cashier's check, along with your Epicure Catering contract number to University Enterprises, Inc., Business Services, Suite 3700, Bookstore Building, 6000 J Street, Sacramento, CA 95819-6063.

If you request additional items and/or services during the event, you may receive an additional billing statement. Payment must be made within five days of the event.

Billing

A finance charge of 15% will be added to all balances (campus and private) more than 30 days past due.

Service Charges

All orders will incur a 15% service charge on the food and beverage total.

Additional Staffing Charges

Additional staffing charges will apply if your event runs longer than the time noted in the reservation. Charges will depend on the number of staff in attendance and the length of time past the time scheduled. Please contact the Epicure Catering manager for details.

It is important to identify the entrée service time for your event to ensure the highest quality of food. If your entrée service time is delayed by more than 30 minutes due to late arrivals, presentations, or other circumstances, we can't guarantee the quality of your food.

Taxes

Depending on your group's relationship with Sacramento State and the type of services your group needs, you may be subject to California state sales tax. Taxes are based on the following criteria:

Campus Affiliated Groups	
Food, Non-carbonated Beverages	Non-taxable
Late Booking Fee	Non-taxable
Corkage, Bar Setup Fee, or other Labor Fee	Non-taxable
Rentals for Linens, Equipment, China Service, Tables, and Chairs	Taxable
Alcoholic Beverages, Wine, Beer	Taxable
Carbonated Beverages	Taxable
Delivery Fee, Service Charge, or any Service Package such as a Gift Basket	Taxable

Non-Campus Affiliated Groups	
Late Booking Fee	Non-taxable
Corkage, Bar Setup Fee, or other Labor Fee	Non-taxable
Rentals for Linens, Equipment, China Service, Tables, and Chairs	Taxable
Alcoholic Beverages, Wine, Beer	Taxable
Carbonated Beverages	Taxable
Delivery Fee, Service Charge, or any Service Package such as a Gift Basket	Taxable
Food, Non-carbonated Beverages	Taxable

Thank you for choosing Epicure Catering to host your upcoming event.