



PLAN YOUR EVENT

POLICIES AND PROCEDURES

To ensure optimal selection and the best possible service we kindly ask that events be booked two weeks in advance. Final details of menus and services must be finalized one week prior to the event.

Events booked less than one week before the event date will be charged an additional 10% of total items ordered.

MEETING ROOM RESERVATIONS

All rooms must be booked through University Events, events@kennesaw.edu, prior to ordering food and planning your event.

PERSONALIZING YOUR EVENT

KSU Catering prides itself on the ability to provide specialty menus to meet the growing needs of the University community. Our talented culinary and catering team has the talents to make your event special through personalized menus, linens, flowers or decorations. We will partner with local, high-quality vendors as well as regional vendors to achieve the desired effects. Please contact the catering department directly to ensure that your event needs are met.

SERVICE WARE AND CHINA

All food items purchased come with disposable service ware. China and glassware are available for an additional charge. Contact ksucatering@kennesaw.edu for more details.

TABLE LINENS

Linens will be supplied for all tables holding food and beverage. Additional linens may be requested for guest seating, meeting and registration tables. Contact ksucatering@kennesaw.edu for more details.

DIETARY RESTRICTIONS

We are prepared to meet all dietary restrictions, including but not limited to vegan, vegetarian, gluten-free, and the eight most common food allergens. To meet all of your guest's needs, we ask that KSU Catering is informed as soon as possible so we can accommodate their wishes.





SERVICE CHARGE

An 18% service charge for delivery and service of the event will be applied to the total purchase.

The service charge will be waived for all orders that are picked up. All pick up orders will be plated on disposable service ware. For more details please email ksucatering@kennesaw.edu.

If additional staff is required, it can be hired at the following rates with a 2-hour minimum:

Bartender \$75 per hour

Action Station Chef \$75 per hour

Server \$20 per hour (4-hour minimum)

*University Events may require additional personnel for specialty events. Please contact events@kennesaw.edu for further information.

FOOD REMOVAL POLICY

Due to health regulations, leftovers cannot be removed from any event space.

CANCELLATION AND WEATHER POLICY

Events canceled within 36 hours of the event start time will be billed for 100% of the total, not including the service charge.

No fee will be charged for any cancelations that occur outside of the 36 hour deadline.

If Kennesaw State University is closed due to inclement weather, all catering events will be automatically canceled at no charge to the client.

BILLING & PAYMENT

All forms of payment must be arranged prior to event confirmation.

If the payment will be processed by the Foundation, sales tax must be included.

If paying by OwlPay please select vendor:

**KSU Catering Services
(vendor #000011520) and use
Speedchart 32000 - Accountant 452500
Credit Card or Checks are accepted.**

Please email ksucatering@kennesaw.edu for further information.

A service charge of 18% will be applied to the total.

