BAY LAUREL CATERING
EVENT PLANNING GUIDE
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Contact Us
Bay Laurel Catering
Phone: 206-685-2051
Email: catering@uw.edu
10 REASONS TO HIRE BAY LAUREL CATERING

From boxed lunches to banquets, boardrooms to ballrooms, Bay Laurel is UW's campus caterer. As a unit within UW Housing & Food Services, we are engaged with our campus community and understand the unique needs of our UW customers. Compare our costs and services with off-campus caterers—you'll be surprised by the savings, convenience, quality and experience Bay Laurel Catering has to offer.

**Savings and convenience**
1. You can pay with your UW budget numbers.
2. No sales tax and no gratuities when you pay with a UW budget number. That's a savings of up to 30% compared to off-campus caterers. And your dollars stay on campus.
3. We are the only UW Environmental Health and Safety-approved caterer, so there's never a need to complete a food permit form.

**Committed to sustainability**
4. Our delivery trucks are powered by renewable, cleaner-burning biodiesel fuel.
5. We offer 100%-compostable tableware, packaging, platters and boxed lunches.

**Quality and experience**
6. Our Executive Chef can develop custom menus for any type of event or budget, from the simple and relaxed to an elegant dining experience, each of which will impress your guests.
7. We source the best of local and seasonal products for our recipes, which are written and tested by our Executive Chef.

**We are UW**
8. We have a great deal of experience working with UW event planners to design events within unique constraints, from budget challenges to facility coordination.
9. Our staff are UW employees, all professionally trained in their areas of expertise, and provided with outstanding UW benefits and professional-development opportunities.
10. We employ 40 UW students working their way through school, providing flexibility in their schedules to ensure their education comes first.

**We are more than catering. We are an experience.**

Visit our website: [www.hfs.uw.edu/eat/baylaurelcatering](http://www.hfs.uw.edu/eat/baylaurelcatering)
Relax and leave everything to us. Whether you are having a casual breakfast meeting for ten or a full-service banquet for 1,000, you can rely on Bay Laurel Catering to guide you through the process step-by-step.

To begin your catering order please think about:

- Date, time and location
- Number of guests
- Is there a formal guest list?
- Consider your guest list (children, adults, seniors), and their needs
- How long is your event, and what type of event are you having?
- How would you like to arrange the event space?
- Do you have an agenda that needs to be followed?
- Do you want cocktail service?
- Will you be serving hors d'oeuvres?
- What are your entrée preferences and are there any special diets to consider?
- What is your method of payment?
- Will you need floral arrangements (for guest tables and buffet tables)?
- Does your event have a theme, will you require themed décor?
- Trash disposal (large events and outdoor events may require special arrangements)

Then contact one of our [Catering Sales Representatives](#), your partners in planning.
Bay Laurel Catering Event Planning Guide

EVENT SPACE AND FACILITIES

Bay Laurel Catering Sales Representatives can assist you with reserving space in the following HFS-operated facilities. Please send us an email to check availability, rates and information.

- Alder Hall
- Haggett Hall
- Hansee Hall
- Lander Hall
- McMahon Hall

There are many other facilities on campus that provide event space for rent. You can contact the building coordinators directly for more information and reservations.

- Botanic Gardens
- Burke Museum of Natural History and Culture
- Ethnic Cultural Center
- HUB Reservations (206-543-8191)
- Meany Hall
- UW Tower
- Waterfront Activities Center

Parking services
Talk to Transportation Services when holding an event on campus, and they can assist you with parking rates and reservations.

Floral, rentals, special needs
Your Catering Sales Representative will be happy to assist you, for a minimal service fee, with floral arrangements, rentals and other unique accents for your special event.

Trash, recycling and composting
Large events and outdoor events may require special arrangements to be made for waste receptacles and proper disposal. You may also need to order compost or recycling bins in certain buildings. Call 206-685-2811 or contact Recycling Services.

Many buildings on campus have recycling and compost bins already. First, contact your building coordinator or reservation’s contact to see what is available. If you need to order additional bins, you can contact Facilities Services. Please have the menu and estimated guest count available for them to help determine your needs.

Audio visual equipment
Academic Technologies can assist you with your A/V needs. Available equipment includes portable PA systems, microphones, portable projectors, optical disc players, and power point clickers.

Banquet permit and special occasion license
You must obtain permission from the UW prior to serving alcohol on the UW campus. For information and forms for alcohol service on campus, please see our Alcohol Service page.

Use of university facilities by non-UW organizations
Approval from the Use of University Facilities Committee (UUF) is required for all non-UW organizations or individuals desiring to use space on the UW campus for any function. In addition, requests from faculty, staff, and registered or other official student organizations wishing to use space on the UW campus for events that include members of the general public must also be approved by the UUF. Please visit the UUFC Info page for more information.
Please read the following information to ensure you have all the details to make your event a success. Please contact us directly at catering@uw.edu and one of our talented sales representatives will assist you!

**Minimum orders**

<table>
<thead>
<tr>
<th>MONDAY–FRIDAY</th>
<th>MINIMUM AMOUNT</th>
<th>DELIVERY CHARGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boxed Meals</td>
<td>8 boxed lunches</td>
<td>None</td>
</tr>
<tr>
<td>Cold food and beverage deliveries</td>
<td>$100.00</td>
<td>$25.00</td>
</tr>
<tr>
<td>Hot food, attended breakfast or lunch</td>
<td>$300.00</td>
<td>Server labor required</td>
</tr>
<tr>
<td>Hot food, attended dinner</td>
<td>$450.00</td>
<td>Server labor required</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SATURDAY AND SUNDAY</th>
<th>MINIMUM AMOUNT</th>
<th>DELIVERY CHARGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boxed Meals</td>
<td>20 boxed lunches</td>
<td>None</td>
</tr>
<tr>
<td>Cold food and beverage deliveries</td>
<td>$200.00</td>
<td>$35.00</td>
</tr>
<tr>
<td>Hot food, attended breakfast or lunch</td>
<td>$500.00</td>
<td>Server labor required</td>
</tr>
<tr>
<td>Hot food, attended dinner</td>
<td>$600.00</td>
<td>Server labor required</td>
</tr>
</tbody>
</table>

If your order doesn't meet the required minimums consider picking up your order from our catering kitchen located in Haggett Hall. There is no fee when you pick up the order yourself.

**Delivery information**

- Deliveries are available between 7 a.m. and 7 p.m. and are $25.00 per delivery.
- The delivery fee for events before 7 a.m. or after 7 p.m. on weekdays and weekends is $35.00.
- The delivery fee includes the price of compostable service ware, delivery, post-event food and beverage table cleanup, and pickup of any equipment and small wares.
- If your event occurs on a UW holiday, please contact your Catering Sales Representative about additional service fees.
- There is no fee for boxed lunch deliveries unless additional items are ordered.
- Bay Laurel Catering can deliver to most campus locations.
- Deliveries to buildings without elevators will be limited to a location accessible by ramp or ground floor entry.
- Specific times for delivery and pickups (to remove our equipment and small wares) will be scheduled with you.
- The client is responsible for providing the serving tables.
- Bay Laurel Catering provides complimentary white linen for the food and beverage tables. A champagne or black linen upgrade for your food and beverages tables is available for $3.00 per table. Additional white linens can be provided for $15.00 each or $18.00 for champagne or black.
- The client is responsible for the safekeeping of all catering equipment delivered to the site, and charges for any equipment lost or damaged will be assessed with the exception of order pickups and boxed lunch deliveries.

**Access to your event location**

The event location must be unlocked and available prior to the event start time as shown on the event order.

Larger events and meals require more setup time. Please discuss the details with your Catering Sales Representative to ensure that enough time is provided.

In the event that we are unable to access the location or the required tables are not in place, service may be delayed, and any additional service costs incurred will be added to the final bill.
Final guarantee of attendance
A final guarantee of attendance is required by 10 am three business days prior to your event. This number is not subject to reduction. If a guarantee is not provided by the due date, we will use your final estimate as the guest count guarantee. It is possible that an earlier guarantee date will be necessary for groups with more than 100 guests and/or with special menus. Our policy is to bill for the actual attendance or the final guaranteed guest count, whichever is higher.

Bay Laurel Catering purchases some products from outside vendors. Should a vendor fail to deliver an order in a timely fashion, we may substitute a comparable menu item to meet your needs.

Express service request
Bay Laurel Catering understands that sometimes there are last minute changes to your event orders. If we are able to accommodate your request, a service fee of $15.00 may be added. For plated and buffet meals a service fee of 15 percent based on the increase numbers will be added to your bill. The estimated cost for the original order will not change. Should these last minute request put our staff into overtime, there may be overtime charges assessed.

Cancellations
Cancellations should be communicated to your Catering Sales Representative as soon as possible. Cancellations submitted less than three business days prior to the event date will be charged up to 100 percent.

Fees and payment
Food purchased through UW budgets or grants is paid for by an Internal Sales Document and is not subject to state sales tax and gratuities.

For individuals and off-campus businesses, full payment of the estimated charge is due three business days prior to your event. Payments may be made by cash, check or credit card. Any additional or remaining charges will be billed following the event, and payment is due within 30 days of invoicing.

Menu prices are subject to change without advance written notice as market prices may fluctuate beyond our control.

Your UW budget is exempt from Washington State sales tax.

Washington State sales tax is added to purchases on non-UW accounts. The current sales tax is 9.6 percent.

Gratuities
In compliance with state laws, UW employees are not allowed to accept gratuities (RCW 42.52.140).
SERVICE DURING YOUR EVENT

Waitstaff
Uniformed waitstaff are available for all events at $27.00 per hour, per server. Labor fees will accrue for the contracted length of the event plus one additional hour for setup/breakdown time. Delay in the service of meals may result in additional fees.

Events with hot food items will require a minimum of two servers to be in attendance.

Service ware
Bay Laurel Catering, in conjunction with UW Dining and the UW, is a positive force for a sustainable campus, committed to environmental stewardship. To this end, we are now providing complimentary compostable service ware for all events unless requested otherwise.

Compostable Service Ware—Complimentary
China Service—$2.50 per person on attended events

Linen
Complimentary white linen is provided for all Bay Laurel Catering food and beverage service tables.

<table>
<thead>
<tr>
<th>LINEN</th>
<th>COST</th>
<th>ADDITIONAL LINENS</th>
</tr>
</thead>
<tbody>
<tr>
<td>White</td>
<td>Complimentary</td>
<td>$15.00</td>
</tr>
<tr>
<td>Champagne</td>
<td>$3.00</td>
<td>$18.00</td>
</tr>
<tr>
<td>Black</td>
<td>$3.00</td>
<td>$18.00</td>
</tr>
<tr>
<td>Skirting</td>
<td>$15.00</td>
<td></td>
</tr>
</tbody>
</table>
Our Bartenders are state certified to sell and pour beer, wine and liquor at your special event. Staff is included in bar setup. No tips or gratuities are accepted.

One bar is required per 100 guests with two-hour service that includes a portable bar (with linen, cups, ice, mixers, condiments and beverage napkins), setup and cleanup. Glass barware is available for rent.

A minimum sales guarantee of $350.00 per bar is required. Clients may be billed the difference if the guarantee is not fulfilled. Additional bar service is charged at $175.00 per bar, per hour. Washington State sales tax is included in the drink prices.

Hosted-bar service is available for alcohol-approved departmental budgets and invoice payments. Drink script service is also available.

Hosted-bar beverage charges are based on consumption.

Fundraisers require groups to secure a Special Occasion License from Olympia, WA, and obtain their own alcohol and set cash bar prices.

Alcohol served on campus requires the client to complete the Authorization to Apply for a Banquet Permit to Serve Alcoholic Beverages form.

Off-campus groups may be required to obtain liquor-liability insurance with a minimum single-limit liability of $2,000,000 per occurrence. The client shall provide By George with a certificate of such coverage.

Bar Pricing

<table>
<thead>
<tr>
<th>DRINKS</th>
<th>HOSTED</th>
<th>NO HOST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Domestic Bottled Beers</td>
<td>$5.75</td>
<td>$6.00</td>
</tr>
<tr>
<td>Premium Bottled Beers and Microbrews</td>
<td>$6.75</td>
<td>$7.00</td>
</tr>
<tr>
<td>Washington Wines</td>
<td>$7.00</td>
<td>$7.25</td>
</tr>
<tr>
<td>Signature Cocktails</td>
<td>$8.50</td>
<td>$9.00</td>
</tr>
<tr>
<td>Well Drinks</td>
<td>$7.25</td>
<td>$7.75</td>
</tr>
<tr>
<td>Non-alcoholic beverages</td>
<td>$2.75</td>
<td>$2.75</td>
</tr>
</tbody>
</table>

Specialty liquors and local distillery brands are available and charged at market rates.
Sustainability

Eating well and living healthy are top priorities at Bay Laurel. Our catering services feature foods that are locally grown, pesticide and hormone free, and meet our high standards of quality.

We use local suppliers that follow sustainable practices in growing and production. We offer complimentary compostable serviceware on all orders. Our delivery vehicles are all biodiesel fueled.

We are located on campus and have a short distance to travel to all buildings.

We make sure that all detergents, dishwashing liquids and other cleaning chemicals that we use are eco-friendly. We compost and recycle in our offices and kitchen.

Allergen statement

Our delicious offerings are produced by chefs with ServSafe and food allergen certification. Items are prepared in facilities that handle many common allergens including dairy, eggs, fish, nuts, shellfish, soy and wheat. When a special request is made, we work carefully to omit specific allergens from a meal to the extent it is possible within our operation.

Since the products we use come from a variety of external vendors and sources, we are unable to guarantee they will be 100% allergen-free.

Please contact your Catering Sales Representative with questions or concerns. We would be happy to assist you with your guest’s special requirements.
**Setting up a new account**
1. Go to the Bay Laurel Catering order site.
2. Click the Your Account button in the upper right corner to go to the Log-in page.
3. Click the Sign Up button under Start as a New User.
4. Fill in your account information and select a password. This information can be edited at any time by clicking on Your Account.

**Adding items to your cart**
1. Add items to your cart by clicking the Add to Order button.
2. Enter your event name (i.e., Faculty Lunch) and enter the quantity that you would like to order. Some items require a minimum number ordered.
3. You may add additional items to the order by clicking on Add Another Menu Item.
4. If you need to add special instructions regarding the item selected, click Special Request and type in your special requests.
5. Once you have all your items added, click on Finish.
6. This will take you to the Order Information screen where you'll need to add the details of your event including event date, location, start time, end time, etc.
7. Comments, use this section to communicate any additional information about your event or to ask questions.
8. Review your customer information and ensure it is up-to-date.
9. Click the Finish button, and you will have a final opportunity to review your order details and make changes.
10. Click the Order Now button to send the order or save it to revise later. A printable order summary will appear on screen. An email with the order summary will be sent to you.

The order summary will indicate your subtotal. Labor charges will be calculated and added later on your Banquet Event Order.

**Duplicating a previous order**
1. On the Bay Laurel order site home page, click Your Account
2. On the left side, click Order History. You will see your previous orders.
3. Click on the order you want to duplicate and Clone it, then modify as needed.
4. Repeat the check out process, (steps 5–10). Your order is now pending.

Once your order is placed, you will be contacted within two business days by your Catering Sales Representative.