

DEPAUL UNIVERSITY



Catering Services Exclusivity

Category: Operations

Responsible Department: Student Centers

Responsible Officer: Vice President, Student Affairs

Effective Date: 2/12/2025

Policy Summary

This policy outlines the catering exclusivity relationship between DePaul University and Chartwells (DePaul Catering Services) for catering services at the Loop and Lincoln Park campus.

Scope

This policy affects the following groups of the University:

- Entire University Community

This policy affects all members of the University Community.

Policy

DePaul University has an exclusive agreement for catering services with Chartwells (DePaul Catering Services). Any University department, student organization or off campus organization that is using catering services (including alcoholic beverages) in the course of their meetings, programs, and events must order all food and beverage through DePaul Catering Services.

Events that are held off campus will not apply, as well as events that are brown bag, pot luck, or self-catered. "Self-Catered" is defined as an event, program, or meeting where the total cost of catering is less than \$75 (\$250 for recognized student organizations), regardless whether University or private funds are used. "Pot luck" is food prepared at one's home, to share at a departmental meeting. "Brown bag" is defined as individuals bringing in food only for themselves to an event, program, or meeting, regardless of whether it was prepared privately or store bought.

Those who wish to request a total exemption for an event must use the link below.

Exemption Request Process:

1. All requests from DePaul departments or student organizations to waive catering exclusivity with Chartwells must be submitted via DeHub at the following location:

<https://dehub.depaul.edu/osi/catering-food/>

2. Once in the form, the organizer of the event will be asked to fill out a variety of information relevant to the exemption request.
3. If this is for a religious or cultural vent, the same link should be followed, but instead of completing an exemption request, the organizer will instead complete a Catering Plan form, which can also be found under the catering exemptions section in DeHub.
4. The Associate Vice President (AVP) of Campus Life will review the forms with the Director of Catering to determine potential levels of approval or denial.
5. If appropriate, the AVP will suggest Chartwells Catering before waiving exclusivity to ensure departments and student organizations are aware of what Chartwells has to offer.
6. If the request to waive exclusivity is appropriate, the AVP and Director of Catering shall grant the request.

Alcohol at events

All alcohol must be served through Chartwells and is excluded through the “self-cater” option. All alcohol served on campus also requires a Basset certified bartender that will be provided by Chartwells at a minimum charge of \$200 per 4 hours. Any clients wanting to provide donated alcohol, in accordance with the Chartwells Liquor License, must have the product delivered by an Illinois Licensed Distributor and delivered to Chartwells with a \$0 invoice.

Student organizations serving alcohol should also consult the "Alcohol" policy in the Code of Student Responsibility to determine any additional responsibilities.

The catering exclusivity is in effect for both the Loop and Lincoln Park campuses in DePaul owned and operated facilities.

For information on potential donations of catering by restaurateurs, please see the [Catering Donations](#) policy.

DePaul's pouring rights agreement with PepsiAmericas, Inc., states that only Pepsi products (carbonated and non-carbonated beverages, juices, bottled waters, and various Pepsi products) can be sold or served at DePaul University.

Procedures

Placing Orders:

Chartwells requires a minimum of four full business days for all orders. Orders placed within 4 business days of the event will require verbal confirmation from the respective campus catering office. Chartwells will do their best to accommodate any last minute orders but may be unable to

fulfill last minute orders based on our level of business and staffing. Any order accepted within 3 business days from the event date is subject to a \$100 late order fee.

Cancellation Policy:

Within 2 full business days prior to the event- Groups will be charged full price

Within 3 full business days prior to the event- Groups will be charged 50% of the food and beverage total

Within 4 or more full business days- Groups will only be charged for any expenses incurred on our Chartwells behalf (i.e. custom or non-menu items)

Final Guest Count:

Final guarantees for guest count and special requests (including dietary restrictions) must be given to Chartwells 3 full business days prior to the event. Any changes within 3 full business days from your event will incur a \$100.00 service fee.

Within 3 business days food and beverage orders may only stay static or increase, no decreases will be permitted.

Event timelines must be submitted within 3 business days of the event.

Dietary Restrictions:

Chartwells will accommodate guests with restricted dietary requirements, provided that they have notice at least three full business days prior to the event.

Service Style:

All Carved & Crafted menu items are drop and set, served buffet style and priced to include (1) delivery and (1) breakdown. Wait staff is available at an additional cost for served meals or wait staff assisted events that may require replenishing of beverage or food displays/buffets. See wait staff charges listed in the Additional Services section of Chartwells menu. Chartwells will make the final determination if wait staff is necessary and how much of it is required based on the event's details. Disposable paper ware is provided for each menu item. China can be substituted at an additional cost. All China events utilizing China will require wait staff.

Disposable/China Service:

China service is the standard for served meals at a cost of \$3.50 per person. China and glassware for receptions or buffets is available for an additional charge of \$3.50 per person. Otherwise, disposable plateware/flatware will be provided. A charged attendant is required for every event utilizing China. A charged attendant is required per 75 guests for disposable service. Our standard is one attendant per 20 guests for buffet China service and one attendant per 10-12 guests for served meals.

Wait Staff Service:

There will be an additional charge for required (or requested) wait staff. The charge is \$200.00 per waitress and/or bartender, porter, cashier, or coat check attendant for a minimum of four hours. Any time after 4 hours will be charged at a rate of \$50 per hour.

Additional Requests after Drop off:

All menu prices are based on a single drop off and breakdown. A replenishment fee of \$50.00 will be charged for each additional drop off related to your event. The charge is in addition to the cost of any additional food or beverage or equipment requested. This service will be provided whenever it does not interfere with other scheduled events.

Any events that conclude past scheduled end time on the respective invoice will be subject to additional labor fees of \$100 per hour.

Floral:

Custom floral arrangements are available at an additional charge. Please contact Chartwells to make arrangements at least 5 business days prior to your event.

Furniture Rentals:

Any furniture rentals such as tables, chairs, etc. will be set up and broken down by the on-site facilities team, which the client must arrange that need directly with the facility.

Chartwells can assist in placing the rental order, but it is not the responsibility of Chartwells to set up or break down any furniture rentals.

Linen Service:

Black in House Linen service will be provided for food tables. Non-food tables can be covered with linen by the catering department for an additional cost of \$6.00 per round seating tables, hi boy tables, cocktail rounds and banquet size tables. Please contact the catering department for specialty linen.

Leftovers:

To protect clients' health and prevent food illnesses from occurring, the catering staff will remove all foods from the event. Catering does not provide to-go containers, platters, baskets, or bags.

Lost Equipment:

Equipment is NOT to be taken from the original event to another location. If equipment is missing upon pickup after the event, the group or department who planned the particular event will be charged a replacement cost unless it is returned to the Catering Office promptly.

Weekend Events:

Any events catered on weekends will have labor charges of \$1.50 per guest, per service time, added to their invoices with a minimum of \$35 per service time.

Non-DePaul Organizations and External Clients:

There will be an additional 20% service charge added to all food and beverage for all organizations and clients outside of DePaul.

Sales Tax:

If an Illinois sales tax exempt number cannot be provided you will be charged at the current 11.75% sales tax rate.

Payment:

Internal clients must provide their payment information 3 business days prior to scheduled catering services and enter that information into catertrax.

Should you have any queries or require further information, please contact:

Lincoln Park Catering Office at 773.325.7476

Loop Catering Office at 312.362.5041

Paul Favoretto, Director of Catering, 773-325-3250

Divisional Collaborations

Procurement
Accounts Payable
Student Affairs

Contact Information

For any inquiries regarding interpretation of this policy, contact:

Director of Student Centers
Office: 773/325-7346
Direct: 773/325-4078

Appendices

None.

History/Revisions

Origination Date: 12/01/2004

Last Amended Date: 02/12/2025

Next Review Date: N/A