

DEPAUL UNIVERSITY



Catering Services Exclusivity

Category: Operations

Responsible Department: Student Center

Responsible Officer: Director

Effective Date: 9/11/2015

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.

Groups purchasing alcoholic beverages from Chartwells must demonstrate that they have adequate control measures in place to ensure (1) that persons under 21 years of age are not served alcohol and (2) that persons who are obviously intoxicated are not served alcohol (e.g., hiring a professional bartender to serve alcohol, security, presence of university representative, method of age identification and monitoring of the event, etc.). Groups may, in the discretion of Student Centers and as mandated by Chartwells, be required to hire professional bartenders through Chartwells to serve the alcohol that is purchased from Chartwells.

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.

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 food and beverage, excluding alcoholic beverages, is less than \$50 (\$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.

Please note: All University departments and Student organizations who "self-cater" will be fully responsible for supplying all items for their event and cleaning up all trash related to the food and beverage they bring in, and properly disposing of it. Failure to properly clean up after an event will result in a cleaning service fee issued to that Department or Organization by Facility Operations.

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

Individuals responsible for ordering catering should use the on-line ordering now available at: www.depaulcatering.com.

Campus event planners can work through DePaul Catering Services to order catering from a specific restaurateur or provider.

Student organizations should be aware of both the typical catering offerings and the special "No frills" options for lower price point catering services.

Student organizations should review their catering needs with their advisors for special guidelines on student organization catering.

If you would like to speak to a person regarding a catering question, please contact:
Director of Catering

Ph: 773/325-7499

Fax: 773-325-7477

University departments and student organizations will at times receive donations of food or beverage for their event. Please see the [Catering Donations Policy](#) for further detail.

Divisional Collaborations

DePaul University Student Centers will work together with Procurement, Accounts Payable, and Student Affairs in enforcement of this policy.

Contact Information

For any inquiries regarding interpretation of this policy, contact:

Director of Student Centers
Office: 773/325-7346

Direct: 773/325-4075

Appendices

None.

History/Revisions

Origination Date: 12/01/2004
Last Amended Date: 05/01/2020
Next Review Date: N/A