In order to keep our operating costs and your prices as low as possible and to ensure we can meet your service expectations, the following terms and conditions are necessary. We sincerely appreciate your cooperation.

“Beverage only” orders need to be placed by 12 noon the preceding day. Orders taken after 12 noon are at the discretion of the Conference & Catering Services Catering Manager.

Food or food & beverage combination orders need to be placed by 12 noon, 2 working days prior to service. Our minimum order value is $25.00 not including delivery.

Orders are delivered to all buildings on campus from selected food preparation locations either by hand or vehicle. The method is determined by the distance, accessibility, the delivery site and the size of the catering order. Certain banquet rooms may require additional caretaking services, resulting in charges that will be passed on to our customers.

Cancellation of an event at least 90 days prior to the date of the function will result in a charge to cover any expenses incurred in preparation of the event. The initial deposit of $500.00 is non-refundable. Cancellation of an event between 89 days and 4 days of the event will result in forfeiting of all deposits with additional charges to cover any incurred expenses. Cancellation within 3 days of the event will result in the loss of all deposits plus any additional costs associated with departmental losses.

In the case where FOAP is issued to secure the deposits for space and/or services, any incurred expenses in preparation of the event as outlined above will be charged directly to the departmental FOAP.

All live or recorded entertainment is subject to all SOCAN Copyright charges as outlined in Tariff #8 and Tariff #4 of the SOCAN Copyright Act. Actual charges will be based on the room capacity seated and standing plus GST.

When a FOAP is provided for an order and it does not have sufficient funds to cover the expense, the department will be charged a $25.00 administration fee for the necessary follow up. Please ensure that your account has sufficient funds.

UMSU Registered Student Groups receive 20% off on select party trays listed (disposable service only).

Due to Health and Safety Regulations all remaining food belongs to the University of Manitoba Food Services.

We offer two types of service, Biodegradable and Premium:

**Biodegradable** Service features a line of “Earth Friendly”, decomposable and recyclable service at no charge.

**Premium Service** features linen, china, and cutlery, all attractively set up for you at $1.55 per person extra (minimum 15 persons). Service staff is not included.

Banquet rooms that do not meet catering minimums are subject to an administrative fee.

All prices are subject to GST and PST and a 15% Admin Fee.