

## MCKIMMON CONFERENCE AND TRAINING CENTER CATERING POLICIES - ATTACHMENT "B"

**Booking:** All catering will be provided only by the MCTC list of approved caterers, which can be found on the MCTC website at [go.ncsu.edu/cater](http://go.ncsu.edu/cater).

**Break Service:** Break service and/or a continental breakfast will be ordered through MCTC's Catering Coordinator. To place an order or for more information please contact the MCTC Catering Coordinator by e-mail at [mckimmonrequests@ncsu.edu](mailto:mckimmonrequests@ncsu.edu) or by phone at 919-515-2277.

**Confirmation:** For groups of 300 or less, menu choices must be confirmed seven (7) business days prior to event start date and groups greater than 300, three (3) weeks prior to event start date. The guaranteed number of participants for all groups must be confirmed seventy-two (72) business hours prior to event, with only a minimal fluctuation in numbers accepted.

**Standard Catering Setup:** Standard catering setup includes linens for buffet tables only and disposable place settings for number guaranteed. China service or linens for dining tables can be added as an upgrade through USER'S caterer for an additional fee.

**Outside Food and Beverages:** No outside food or beverages are allowed to be served inside MCTC unless otherwise approved. The McKimmon Center, NC State University and the State of North Carolina disclaim any responsibility for the mishandling or mislabeling of food products, or for adverse effects or reactions to food purchased, handled or consumed at the Center.

**Alcohol:** Alcohol may be served in conjunction with an educational event given MCTC's Special Occasion permit status. The serving of alcoholic beverages must be in accordance with the UNIVERSITY guidelines and applicable state law. No one under 21 can be served or consume alcoholic beverages. No alcohol may be served before the hour of 5pm Mondays through Fridays or before 3pm on Saturdays and Sundays. Alcohol may only be served for 1 hour. Extensions of this time limit must be submitted in writing and approved by the Client Relations office. MCTC reserves the right to refuse service of alcohol to any USERS or individuals. For more information please refer to [go.ncsu.edu/cater](http://go.ncsu.edu/cater), [go.ncsu.edu/alcoholpolicy](http://go.ncsu.edu/alcoholpolicy) and [go.ncsu.edu/regulation](http://go.ncsu.edu/regulation) for specific MCTC and UNIVERSITY guidelines and policies.

**University Groups Serving Alcohol:** University USERS are required to complete and have signed by the appropriate Dean or Vice Chancellor the "Request for Permission to Serve Alcohol" form and return it to MCTC fourteen (14) calendar days prior to event date. If the request is granted, the serving of alcohol will comply with all North Carolina and UNIVERSITY alcohol policies.

**Food Handling:** In accordance with the Wake County Health Department recommendations regarding food health and safety, it is MCTC's policy that all leftover food remains the property of the caterer and cannot be removed from the catered event space by the USER. This policy is intended to limit the risk of foodborne illness due to improper handling or storage of leftover food items. All leftover food and drink will be disposed of by the caterer at the conclusion of the meal function.

**Billing:** Catering costs will be billed separately from space and equipment rental costs incurred at MCTC.