

## **Catering Guidelines for Special Events at The Wharton School University of Pennsylvania**

**Deliveries:** All vendor deliveries for special events must be coordinated through the Special Events Manager prior to the event date. There is no storage space available for early deliveries.

- a) Deliveries may only be made on the event date during designated hours as to not conflict with Wharton's activities and operations
- b) The Wharton Complex reserves the right to refuse any delivery or set-up that does not arrive at the designated time on the event contract.
- c) The caterer must arrange placement of any equipment within the Wharton complex with the special events manager representative so that s/he can direct the rental company.
- d) Rental equipment should be picked up no later than the next business afternoon.

**Electrical Requirements:** All catering electrical needs for coffee makers, warming ovens, etc. must be coordinated through the Special Events Manager prior to the event date. Depending on the electrical needs, a University electrician may be required during the event. The Wharton School reserves the right to review any equipment used during events.

**Flame:** Use or storage of propane, butane or liquid fuel is prohibited inside the Wharton School or within 20 feet of any its buildings. This restriction on open flame includes any type of candle.

- a) "Sterno" or other jellied fuels must be used in a device designated to prevent container of fuel from tipping over.
- b) Excessive use of Sterno in warming ovens to produce high temperatures is not allowed.
- c) Locations for all food stations using Sterno must be approved in advance by the Special Events Manager.

**Kitchen Prep Area:** The floors of any designated kitchen staging area in Wharton must be covered by plastic to protect the floors. Plastic floor covering must also be put down behind bar areas.

**Food and Beverages:** The Wharton School reserves the right to review and approve the final menu of all special events.

- a) Cooking is not permitted inside the Wharton School or within 20 feet of any its buildings.
- b) Due to the likelihood of staining floors, certain sauces, fruits (i.e. berries), and fruit juices (i.e. cranberry) are not permitted to be served in Jon M. Huntsman Hall.
- c) Red wine is not permitted during standing receptions. Red wine can be served tableside during a meal.

- d) All catering equipment and excess food must be removed by the caterer from the premises immediately following the event.

Please sign, date this document and fax it back to Wharton Operations at 215.573.8532.

**DESIGNATION AS A PREFERRED AND APPROVED CATERER IS ONLY CONFIRMED UPON WHARTON OPERATIONS' RECEIPT OF THE SIGNED CATERING GUIDELINES AGREEMENT.**

I/We have read the contents of the Catering Guidelines for Special Events and agree to abide by these policies and guidelines.

\_\_\_\_\_  
Name of Catering Company

\_\_\_\_\_  
Authorized Signature of Caterer

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date