



Greg's Restaurant Policies and Procedures Catering

Facilities

Thank you for considering Greg's Restaurant, located in the McKay Events Center, for your catering needs. Catering is provided by the UVSC Culinary Arts Institute students, and we are committed to having you enjoy a successful event. In order to assure you and your guests a well organized function we ask that you adhere to the following catering policies.

There are many areas of possibility for your event...Arena, Presidential South, Presidential North, Second floor courts or the Events Center Restaurant. The amount of guests you expect will determine where the event will be held, so please schedule first through the administrative offices of the McKay Events Center at 863-8767.

The McKay Events Center is 100% smoke free. No alcoholic beverages are permitted on premise. No outside food or beverage will be permitted in the banquet facilities.

Menus

Menu selections are required two weeks in advance of your event. If the menu is not received seven days prior to the event, the banquet chef will determine the menu. A guarantee number of guests attending your function is required five days prior to the event. Any changes to food or count within 48 hours of the event are subject to an additional 30% service fee. You will then be charged for this number even if there are fewer in attendance. Payment is required for additional guests on a per person basis. Seating will normally be on round tables that seat eight to ten people. Special arrangements for handicapped, specific seating, centerpieces for tables, and special colors for linen the event is booked. We have many menus to choose from and can incorporate special diets, including vegetarian and vegan, with 48 hour notice.

Parking

Parking for all functions is in the "U" lot directly in front of the Events Center. Many functions can be going on at the same time, and some of those are for paid event parking. If your event is not included in paid parking, McKay Events Center administration will be notified.

Invoices

The Culinary Arts Institute is responsible for the food invoices. They will be turned over to the billing department of the McKay Events Center who will add any facility charges that have been incurred. 15% gratuity and restaurant taxes of 7.15% will be added to our billing unless the event is tax exempt and proof can be supplied.

ALL MENU ITEMS AND PRICES ARE SUBJECT TO CHANGE WITHOUT NOTICE.

Please feel free to contact the catering offices with any questions you may have concerning your event. We are committed to the best service in Utah Valley.

Connie Bullock—863-7054--Catering Manager

McKay Event Center Administration—863-8767

Jared Kearns—863-8545 (Scheduling)

Jacob Atkin—863-8576 (Contracts, Billing, Office Manager)

