

RYAN CENTER EVENT PLANNING

TIMELINE

3+ WEEKS PRIOR

Plan and communicate all of your event details, menus, and guest count estimate.

2 WEEKS PRIOR

DEADLINE to confirm menus, guest count, location, time, set-up and service details

1 WEEK PRIOR

Guarantee the number of guests

Alert us of all known food allergies

CATERING POLICY

- The Event Order emailed to you will serve as your Contract & Invoice, please review it carefully.
- Any changes made within 7 days of the event will incur a \$50 admin fee.
- If a final guarantee is not received 1 week prior, we will use the guarantee provided on the Event Order.
- Any orders requested within 72 hours will be limited to the Day of Menu.

SERVICE CHARGES

Suite Set Up & Service Fee: \$50 per suite

Our Catering team member(s), will prepare & accommodate your suite's food and beverage needs throughout the game.

Premium Space Set up & Service Fee: \$100 per 100 guests

PAYMENT PROCESS

Payment: Payment is due the business day before your event.

URI Purchase Order: Catering must receive a copy of Purchase Order before the event.

Dietary Restrictions & Allergies:

Dietary Icons: (V) = Vegetarian (VE) = Vegan (G/F) = Gluten Free

Please let us know in advance of any allergy or dietary concerns of your event participants so that we can take the proper steps towards ensuring safety as well as appropriate food labeling

* * All Fried menu items are fried in the same oil thereby making all fried food not gluten-free * *