



CATERING INFORMATION

The Blue & Gold Club is the ideal location to host your next catered event, meeting or conference. We honor every detail to ensure your event meets your expectations. Our staff is more than happy to work with you to tailor an event to your specifications.

Whether planning a business meeting or bridal shower, serving afternoon tea or a lavish feast, indoors or outdoors, the Club is sure to have exactly what you want:

- Catered Events
- Business Functions
- Weddings

Room Dimensions and Charges

The Club has rooms of all sizes, which are sure to be perfect for your event. Choose from the President’s Room, the Charter Room, the Newark Room, the East Porch and the West Sun Porch and Patio.

ROOM	CAPACITY	ROOM CHARGE
Second Floor*		
President’s Room	fits up to 50 people	\$85.00
Newark Room	fits up to 18 people	\$60.00
Charter Room	fits up to 10 people	\$35.00
Entire second floor (President’s Room, Charter Room, Newark Room & Hallway)		\$110.00
First Floor		
East Porch	fits up to 18 people	\$35.00
West Sun Porch	fits up to 25 people	\$60.00
Main Dining Room	fits up to 65 people	\$85.00
Main Dining Room and Sun Porch	fits up to 80 people	\$110.00
Lower Level*		
Tavern	fits up to 40 people	\$35.00
Additional Fees		
Off-premise event:		\$275.00 delivery and set up fee
Bar/Bartender set up fee:		\$30.00 per hour
Shucker Fee		\$75.00

* Please contact us at least a week in advance when booking a special event. There is no elevator in the Club. Events held on the second floor or in the Tavern may not be accessible to those with limited mobility.

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During non-instructional periods of the University calendar when the Dining Services and/or the Blue & Gold Club are not in operation, an opening fee of \$155.00 will be required.

Placing Your Order

We want to provide you with the best service possible. To do this, we need to know about your event at least seven (7) days before the event. Please let us know at that time about any special requests for your event.

Catering Office Hours

Monday through Friday, 9:00am – 5:00pm

Telephone: 302 831 2582

Fax: 302 831 4432

Guarantees

A preliminary guarantee (estimate) of guests should be submitted when you place your order. The final guarantee must be submitted by noon, three (3) business days before the scheduled event. If a final guarantee is not submitted, the preliminary guarantee will be used. If the final guarantee increases after the guarantee due date, the Blue & Gold Club will do its best to accommodate additional servings; however, menu selections cannot be guaranteed.

Billing will be for the guarantee number, or the number served, whichever is greater.

Please note: If the actual number of guests present is less than the guaranteed count, the remaining meals are not available to be taken out.

Cancellations

Notice of cancellation for an event is required.

You may cancel your event forty-eight (48) hours before the scheduled time of the event at no charge. We urge you to speak directly to the catering office when canceling. Charges for the events cancelled with less than forty-eight hours notice will be billed by the following schedule:

- 24-48 hours prior to the event: 50% of the guarantee
- Less than 24 hours prior to the event: 100% of the guarantee

Billing

A statement of charges for your special event will be mailed to you following the event if you are a Club member.

All catering events will be billed a 20% service charge.

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Multiple Entrées

Menu prices are structured for single entrée service. A nominal \$1.50 charge is added per person for served meals that include two entrée selections.

Flowers and Decorations

The Blue & Gold Club will be happy to refer you to a florist, or provide floral arrangements or table decorations upon request.

Rental Charges

If special equipment is required for your catering function that is not available from campus, an additional rental charge will be added.

Any AV equipment needed can be rented for any type of event at an additional fee.

Linens

The cost of linen for service tables is included in the prices quoted. Our standard linen is white tablecloth, with an array of napkin choices. Specialty linens are available upon request at an additional charge.