



CATERING INFORMATION

The Blue & Gold Club at the University of Delaware is pleased to graciously host your event. Our extensive menus have been designed to meet all of your fine dining needs. The staff is prepared to assist you in planning your affair, whether it be a breakfast meeting, business luncheon, cocktail party, reception, or formal dinner.

Along with superior cuisine and quality service, we will make every effort to focus on specific details and appointments necessary to make your event a success.

We will create an event for you that will be personalized in every way. The menus and information included in these pages are for you to use as a guideline. All menus are customizable. Please contact Elizabeth Jordan, Club Manager, or Marybeth Vickers, Assistant Club Manager at 302 831.2582 for assistance in planning your catering event.

Room Dimensions and Charges

In addition to the Main Dining Room, the Club offers three private rooms available for event booking. Each room has its own character and is sure to satisfy your needs. Please contact the Club for details. Room capacity estimates are based on a sit-down event.

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)		\$180.00
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	\$115.00
Lower Level*		
Tavern	fits up to 40 people	\$85.00

** 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.*

Note that an additional charge of \$75.00 will be incurred if you request to have a customized room arrangement for the Main Dining Room.

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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
E-mail: bluegoldclub@udel.edu

Guarantees

A preliminary guarantee (estimate) of guests should be submitted when you place your order. The final guarantee must be submitted 72 hours prior to your event, excluding weekends.

- 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 Elizabeth or Marybeth 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

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Billing

Private events may be billed to your member account; a statement of charges from your event will be mailed to you. If you are not a Club member, you will be charged a \$2.00 (per party, not individual) temporary membership fee to have your event at the Club. In this case, your bill must be paid in full at the conclusion of the event. All catering events will be billed a 20% service charge.

Multiple Entrées

Menu prices are structured for single entrée service. A nominal \$2.00 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, pricing as follows:

Projection Screen	\$10.00
Projection Screen and LCD Projector	\$85.00
Flipchart	\$10.00
Easel	no charge
Podium	no charge

Linens

The cost of linen for service tables is included in the prices quoted. Our standard linen is white tablecloth, with a choice of navy blue or gold napkins. Specialty linens and additional napkin colors are available upon request at an additional charge.

Napkins	\$.25 each
Specialty tablecloths	market price

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Additional Services

Off-premise event	\$275.00 delivery and set up fee
Bartender	\$75.00
Chef	\$75.00
Coat check Attendant	\$75.00
Audio Visual Technician	request quote
Outdoor tenting	request quote