

GUIDELINES

Welcome!

Darden Hospitality is here to help make your event a success. We offer personalized catering services for every occasion. Breakfast, lunch, breaks, and receptions can be placed online via the Catering website. If you need any assistance with placing your order please contact:

Carl Lasley: lasleyc@darden.virginia.edu

Event Reservations

Darden Hospitality wants to ensure that the event planning process exceeds your expectations. We are here to help. In order to ensure a successful event you will need to contact Hospitality at least 2 weeks in advance of your event. The Hospitality team will provide a banquet event order (BEO) which details your event including food and beverage and setup needs.

Cancellation and Attrition Policy

Attrition

Darden Hospitality allows for 5% attrition up to 5 days prior to the start of your event.

Cancellation Policy

Days Prior to Arrival	
90 days – 61 days	25% of contracted revenue (plus taxes and fees)
59 days – 30 days	50% of contracted revenue (plus taxes and fees)
29 days – 0 days	70% of contracted revenue (plus taxes and fees)

Pricing

Pricing is per guest unless otherwise stated. Some menus require a minimum number of guests to order. Prices are subject to change without notice. Additional ancillary charges may apply dependent on program requests.

Administrative Fee

All catering orders are charged an automatic 22% administrative fee. This fee is not a tip or gratuity, but a portion will be distributed to the banquet and culinary teams. If you are on a DMP the administrative fee is included in the rate. The administrative fee is waived for all student funded groups.

Services

The fees associated with your catering request are for a 2 hour event and include the setup and breakdown. This includes catering requests that are part of the Day Meeting Package. Additional fees may be assessed for events more than two hours.

Items such as specialty linens, china service ware, florals and rentals are available for an additional fee. All events that serve alcohol require a bartender, all bartenders are \$45 per hour/4 hour minimum.

Please be sure to note if a specific department is paying for this event.

All catering orders through Darden Dining and Events **can not be mixed with food from outside vendors.**

Custom Catering Orders

Not seeing exactly what you're looking for? Reach out to us! Everything from themed menus to dietary restrictions and special preferences are customizable. When requesting a custom menu, please provide as much detail as possible including anticipated guest count, budget and dietary considerations.

Let's Get Started

Please allow as much lead time is possible to help ensure that your event a great success. We look forward to hearing from you!

Request for Exemption

If your group is requesting to use an outside caterer, please email Darden Dining for an exemption request form. Student Clubs do not need to submit an exemption form but will need to follow the outside vendor guidelines.