

**Catering Guidelines**

**Application and Approval**

The Rhatigan Student Center allows flexible catering options for campus events.

For additional information contact the RSC Event Services office at 316-978-3475 or letsmeet@wichita.edu

* Applications are available on the Rhatigan Student Center Event Services web page at <http://www.wichita.edu/ESpolicies> and can be filled out online or mailed in.
* Include a Certificate of Liability insurance naming Wichita State University Union Corporation as additional named insured.
* When we have received your application, it will be reviewed and within approximately 10 days you will receive email notification as to whether it has been approved.
* Wichita State University and the Rhatigan Student Center have an exclusive beverage contract with Coca Cola. All drinks served must be Coca Cola products.

**General Guidelines**

* Catering must be provided by an approved caterer.
* All catering requests should accompany an **existing** space reservation.
* If your client has not already made a space reservation, please encourage them to contact their event coordinator or department office as soon as possible.
* At the Rhatigan Student Center, caterers may unload at either the west dock located off Isley Lane or the south dock located near the parking garage.
* A service elevator is available near each loading dock to access meeting spaces on the second and third floor.
* Caterers may set up 2 hours in advance of the event start time. If you need additional time please contact your Event Coordinator.
* You must clean up immediately following your event. The Rhatigan Student Center may charge a $25 clean-up fee if facilities are not left in their original condition.
* The Rhatigan Student Center offers a prep kitchen on the third floor. Please note, **we do not have kitchen facilities for cooking**. All food must be prepared in advance.
* The Rhatigan Student Center will supply table and chairs, however, caterers must supply all tablecloths, napkins, glassware, serving ware and any items needed for catering your event.

*The Rhatigan Student Center will charge caterers a 10 percent commission on food sales at the Rhatigan Student Center. This commission is for food sales only and does not include beverages.*

**Alcohol Service Guidelines**

* Alcohol can be served in the Rhatigan Student Center by licensed providers. Caterers should be familiar with Wichita State University policy 11.07 available at <http://webs.wichita.edu/inaudit/ch11_07.htm>
* Please notify us if you are licensed to serve alcohol in the state of Kansas. There is an approval process.
* Your client must complete an alcohol request form and submit it 10 business days in advance with a certificate of insurance naming Wichita State University Union Corporation as named insured.
* All requests for alcohol service must be approved through the Wichita State University General Council’s office.

February 2024