

TERMS & CONDITIONS

EVENT ACCOUNTING

TAX INFORMATION:

Please check the box below that best describes the event being catered in order to determine whether the charges for catering will be subject to Connecticut sales tax, exempt from Connecticut sales tax, or partially exempt from Connecticut sales tax:

- Event will be funded by a Yale University Department. No admission will be charged and the Yale University Department will not be reimbursed by the attendees for the cost of the food and/or beverages. [Note: No sales tax will be charged on cost of food and/or beverages.]
- Event will be funded by a Yale University Department. Attendees will reimburse the Yale University Department for _____% of the food and/or beverages. [Note: Sales tax exemption applies to University funded portion only.]
- Event will be funded by a Yale University Department. The event is primarily educational in nature (i.e., food and/or beverages were incidental to the event and the event was not a dinner, dance or social event, etc.). Admission will be charged and food/beverages will be included in the price of admission without an extra charge.
- Event will be sponsored by an entity other than Yale University. The entity provided the Yale University Department with a Connecticut sales tax exemption certificate, CERT-112 or CERT-123, on which the Connecticut Department of Revenue Services (“DRS”) approved the sales tax exemption. Payment will be made to the University via check drawn on the outside entity’s own account or with a credit card issued in the outside entity’s name (Note: Cash payments do not qualify for the sales tax exemption.). [Either CERT-112 or CERT-123 must be sent to the DRS for approval by the purchasing entity prior to the event. Cert-112 provides as sales tax exemption for a single specific event, while CERT-123 provides a blanket sales tax exemption for one year from the date of approval.] The appropriate approved form must be received in Hospitality PRIOR to the event.
- Event will be sponsored by an entity other than Yale University. The entity provided the Yale University Department with a Connecticut sales tax exemption certificate CERT-119 on which the entity has indicated that the food purchase qualifies for sales tax exemption under Conn. Gen. Stat. 12-412(94) AND indicated therein, the number of prior social events for which it claimed exemption for within the calendar year (note: exemption is available for only 5 events per year). Payment was made to the University via check drawn on the outside entity’s own account or with a credit card issued in the outside entity’s name. (Note: Cash payments do not qualify for the sales tax exemption). A copy of the CERT-119 is attached with a copy of the organizations IRS tax exemption determination letter. The University Department agrees to keep a copy in its records for six years from the date the meals were sold. ** NOTE – CERT-119 does NOT need to be sent to the DRS for approval.
- None of the descriptions above describe the event, and the charges for the event are subject to Connecticut sales tax.



T E R M S & C O N D I T I O N S

INTERNAL YALE PAYMENT REQUIREMENTS

All University events paid via University PTAE0 must provide charging instructions to Yale Catering prior to event date. All internal Yale events must complete tax exempt criteria above in order to have sales tax waived for event. Please note not all Yale events qualify for exemptions.

EXTERNAL PAYMENT REQUIREMENTS

All external events or events not paid via University PTAE0 must be fully pre-paid three (3) business days prior to the event date. Yale Catering accepts all major credit cards and check payments. Yale Catering does not accept wire transfer. Events paid via check must also supply a credit card at time of booking to guarantee any extra charges added after pre-payment is made. Outside groups requesting tax exempt status must complete tax exempt criteria of this document and supply all tax exemption paper work prior to event date. If required paperwork is not completed prior to event CT state sales tax will be assessed.

Events with no scheduled staff will be assessed a \$50.00 service fee for setup and breakdown.

STAFFING REQUIREMENTS

Yale Catering will solely determine the minimum staffing ratio and timing necessary for all events. Banquet Service staff is required for all functions with more than 50 guests. Culinary and back of house labor will be assessed on a case-by-case basis after reviewing event needs and location selected. Banquet servers and bartenders are charged at \$34.00 per hour, back of house service staff are charged at \$34.00 per hour and chefs are charged at \$60.00 per hour.

All labor is required to be billed at a four (4) hour minimum.

ALCOHOLIC BEVERAGE SERVICE

Yale Catering is the sole provider of alcoholic beverages at all Yale Catering events.

UNIVERSITY SERVICES

In venues where University services are available, Yale Catering can be a liaison for custodial, security, fire and audio visual for an additional service fee. Full service conference event planning is available through Yale Conferences and Events.

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GUARANTEES AND SPECIAL MEAL REQUESTS

All final guarantees for events are due by 11:00 AM (5) business days in advance

And are subject to the following schedule:

Monday Events	Monday week prior
Tuesday Events	Tuesday week prior
Wednesday Events	Wednesday week prior
Thursday Events	Thursday week prior
Friday Events	Friday week prior
Saturday-Sunday Events	Monday week prior

Guarantees cannot decrease after (5) business day cutoff. In the absence of a guarantee provided, the number of guests agreed upon from proposal will act as the guarantee for the event. If guarantee increases after the due date, a 15% surcharge will be assessed on the value of the food and beverage services added to the event.

Special meal requests including any special dietary restrictions for guests must be submitted with guarantee.

CANCELLATION

Confirmed events within five (5) business days may be cancelled with full payment due of food and beverages ordered for event. Labor charges and ancillary setup fees will be waived. Events cancelled with more than five (5) business days' notice may be cancelled with no penalty. In the event of a weather emergency, please consult with Yale Catering management regarding special cancellation and rescheduling policies.

EVENT SETUP AND BREAKDOWN

All events are scheduled to be fully setup fifteen (15) minutes prior to event start time. Event breakdown and pickup is scheduled for one (1) hour following scheduled event end time. Should the event extend past one (1) hour, additional labor charges will apply.