Catering Guidelines

Application and Approval

Beginning in the fall of 2017, Wichita State University and its affiliated corporations adopted a flexible catering policy that welcomes off-campus caterers to provide food service for campus events in most university buildings including the Rhatigan Student Center.

- 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 and Wichita State University Union Corporation as 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.

- Approval will be granted for a one year period from the date of issuance.

- You will be able to cater anywhere on campus with the exception of the residence halls. You do not have to reapply to cater in different buildings on campus.

Commission:

Wichita State University will charge caterers a 10 percent commission on food and beverage sales.

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.

- Alcohol can be served on campus by licensed providers in designated buildings on campus.

  - 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 and Wichita State University Union Corporation as named insured for approval through the General Counsel’s office.

Wichita State University has an exclusive beverage contract with Pepsi. All drink served at WSU must be Pepsi products.

The application is available at http://www.wichita.edu/ESpolicies

Rhatigan Student Center
Contact: Event Services Office, 316-978-3475
letsmeet@wichita.edu

- All catering at the Rhatigan Student Center must be accompanied by an existing room reservation. Please have event information available when you call.
- For the Rhatigan Student Center, caterers may unload at either the west dock located off of 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 $50 clean-up fee if facilities are not left in their original condition.
- The Rhatigan Student Center does have prep kitchen on the third floor however we do not have kitchen facilities for cooking. All food must be prepared in advance.
- The Rhatigan Student Center will supply table and chairs but caterers must supply all tablecloths, napkins, glassware, serving ware and any items needed for catering your event.

Marcus Welcome Center

- All catering at the Marcus Welcome Center must be accompanied by an existing room reservation. Please have event information available when you call.
- For the Marcus Welcome Center, caterers may unload at the south entrance behind the building near the courtyard. Be advised that this location is on the university’s bus route. Vehicles must be moved after unloading.
- Caterers may set up 2 hours in advance of the event start time. If you need additional time please contact your Event Coordinator.
- The Marcus Welcome Center does have a prep kitchen available however we do not have kitchen facilities for cooking. All food must be prepared in advance.
- You must clean up immediately following your event. A $50 clean-up fee may be charged if facilities are not left in their original condition.
- The Marcus Welcome Center does have tables and chairs available. Caterers must supply all tablecloths, napkins, glassware, serving ware and any items needed for catering your event.
Hughes Metropolitan Complex
Contact: Cheryl Lucas, Reservations Coordinator
316-978-5286
Metropolitan.complex@wichita.edu

- For guidelines on catering at the Hughes Metropolitan Complex contact the Reservations Coordinator.

Experiential Engineering Building (EEB)
Contact: Lauren Beastall, WSU Ventures
316-978-5363
wsuventures@wichita.edu

- For guidelines on catering at the EEB building contact the event staff. You will need to provide the following information:
  o Location of the Event
  o Times
  o Contact information

Ulrich Museum
Contact: Carolyn Copple, Special Events Manager
316-379-6646
Carolyn.copple@wichita.edu

The Ulrich Museum is not available for public catered events. For additional information contact Carolyn Copple, Special Events Manager