

McNamara Alumni Center

Planning Guidelines



Menu Prices

All menu prices are per person unless otherwise noted. Prices are subjected to change but will be guaranteed on all signed event information stencils within 90 days of scheduled event. Our menu prices do not include tax, service charge or room rental if applicable. We will be happy to discuss customized menus to suit individual needs.

Menu Selection and Guarantee

In order for D'Amico Catering to ensure the availability of all chosen items, your menu selection should be submitted to the Event Planner three weeks prior to the function date. The number of guests attending must be confirmed with the Event Planner by noon five business days prior to the function. This number will be considered a guarantee, not subject to reduction, and charges will be assessed accordingly. If no guarantee is received, the original number expected will be used as the guaranteed number of guests.

Food and Beverage

All food, liquor, beer and wine must be supplied and prepared by D'Amico Catering at McNamara and may not be removed from the premises.

Tax and Service

All food and beverage is subject to a 25% service charge and applicable sales tax, which is currently 8.025% on food and miscellaneous and 10.525% on liquor. Additional gratuities may be added at your discretion for exceptional service.

Deposits and Payment Terms

In order to reserve your date and space, a non-refundable deposit and signed contract are required. A second deposit is due 60 days prior to your event. Direct billing arrangements for University of Minnesota and corporate events may be approved through our credit department. A credit application must be received no later than 30 days prior to the function date. If extended payment is approved, all monies must be paid within 10 days of the functions; if balance is not paid within 30 days, a finance charge of .66% per month (8% annually) will apply.

Theft and Damages

Patron agrees to be responsible for any damage to or the theft of furniture, fixtures, equipment, table accessories or other property by the patron's guests, invitees, employees or other individuals responsible to the patron. D'Amico Catering at McNamara will assume no financial responsibility for damaged or stolen property brought to the facility by patron, patron's guests or outside vendors.

Cancellation

Cancellation of an event is subject to payment equivalent to 100% of the contracted food and beverage. Any costs incurred by D'Amico Catering on behalf of your function are your full responsibility. In case of cancellation, you will be charged for these non-refundable expenses.

Additional Charges

Additional charges through D'Amico Catering at McNamara or outside vendors may include: Valet Services; Coat Check; Floral; Decorations; Rentals; and Business Needs such as faxing or copying.

Food and Beverage Minimum

A food and beverage minimum will apply, which will vary based on the date and scope of your event. Please speak with a D'Amico Catering Event Planner for details.