

Catering Procedures and Policies



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The success of your event is important to us! In order to offer you a professional and personalized event, we ask that you review the policies outlined below. If you have any further questions, please feel free to contact the Catering Department at (617) 521-2904.

Quality, Convenience and Service

Whether your function is large or small, casual or formal, we will provide the finest service and food available. Our Catering Department delivers the excellence one would expect here at Simmons College. We offer an outstanding array of food and beverage selections designed to meet the varied needs of the college.

Our trained staff is qualified to assist you in every detail of your event. This guide presents a sample of the different types of services available. In collaboration with you, we will customize any event to meet your specific needs. Unique requests are encouraged. Simply let us know, and we will gladly accommodate you and your guests.

All catered events on campus that cost \$200 or more must be catered by the Simmons Catering department. A client may decide to utilize Simmons Catering or an outside vendor for any event under \$200. If cost is an issue we will work with you to provide the best possible event at the most cost effective price. If an outside vendor is used then the vendor, organization or individual must provide all supplies and will be responsible for clean-up after the event. The organization is also responsible for any additional costs incurred if full clean-up is not done.

Student groups are currently required to get a signature for all events. This signature affirms the above policy.

Simmons catering can be reached at catering@simmons.edu or at x 2904.

Please contact Jeffrey Stone, the Director of Dining, to receive permission to use an outside catering company. He can be reached at jeffrey.stone@simmons.edu or at x1072.

Room Reservations

The office of Conferences and Special Events must be contacted at (617) 521-2158 prior to placing your catering order. They will take care of room reservations, along with guest tables, food tables, chairs, and other equipment.

Food and Beverage

In order to offer as broad a selection possible, please contact the Catering Department at least five business days prior to your event. To expedite the ordering process and insure accuracy, please e-mail your order to catering@simmons.edu.

Please be prepared with the following information:

- Confirmation of room reservation by Conferences and Special Events
- Date, location, beginning and ending time
- Department, group, organization, or name of event
- Number of guests attending
- Seven digit budget code. Payments made outside of budget code need to be received 3 days prior to event. We accept cash, check, and credit cards (Visa or Mastercard)

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