



UNM Food and Beverage Guidelines at the Championship Golf Course

Thank you for choosing the UNM Championship Golf Course for your event. Our staff is ready to work with you to make your occasion the success you envision it to be. We can arrange your facility, food and beverages needs on the Golf Course, in the Pavilion or at the Competitor's Grill.

If you have any questions, please contact our event office at 505-277-5706.

UNM Catering is the exclusive food service provider of the UNM Championship Golf Course and ensures events are in compliance with University Policies, as well as state and county health codes. UNM Catering is the only authorized licensee able to sell and serve food, liquor, beer and wine on the premises. In compliance with state health and liquor laws, all food and beverages served at functions associated with the event must be provided, prepared and served by UNM Catering and must be consumed on premises. No beverages can be brought onto the premises from outside sources and no alcoholic beverages can be served to persons under 21 years of age.

Deposit:

An amount equal to 50% of the estimated charges is due to reserve the facility. This will be applied towards your final bill. Balance is due prior to your event.

Room Set Up and Fees:

Room fee includes table and chair set up.

Set-up/decorating must be completed 2 hours prior to your event time. Doors will be opened to receive guests 15 minutes before your event is scheduled to begin. If your event runs longer than contracted time, an overtime charge of \$200 per half hour will be applied.

Menu Selection and Guarantees:

Menu selection and estimated guest count is due 3 weeks prior to your event and the final guarantee is due 3 business days prior to your event. Special menus will be charged based on the initial head count or the number of people actually served, whichever is greater. Standard menu charges will be based on the guaranteed guest count or the number of people actually served, whichever is greater.

Your buffet will be available for 2 hours. Any additional time will be subject to an additional fee of \$50 per each additional half hour. (This excludes wedding/birthday cakes).

Security:

Campus Security is required for all events. The event host is responsible for the security fees.

Damage to Property:

The use of nails, staples, glue and like material is not permitted on any walls, doors, posts, ceilings or any like objects on the property. All forms of confetti and fireworks are not permitted on the property. Open flame is not permitted: candles must be contained in votive holders or hurricane glass. UNM Championship Golf Course reserves the right to charge the appropriate fees for work required to return property to its original condition and/or to be reimbursed for damage to property and/or furnishings.

Cancellation Charges:

Any cancellation must be made, in writing, to UNM Events and Conference Office.

Should it be necessary to cancel a function, the following terms will apply:

Within 30 days of event 100% of estimated revenue

31 days to 90 days prior to the event 50% of estimated revenue

91 days to 6 months prior to the event \$200 cancellation fee will apply

Any specialty items ordered or prepared will be charged in full regardless of length of cancellation notice.