

Hospitality and Entertainment Expense Summary

1. MEALS AT A RESTAURANT:

- **Meals at a restaurant or venue before 6 pm:** The maximum cost is \$50/person with alcohol not to exceed one glass per person.
- **Meals at a restaurant or venue after 6 pm:** The maximum cost is \$95/person with alcohol not to exceed two glasses per person.

Notes:

- *The above rates are all inclusive of food, alcohol, taxes and gratuity.*
- **Alcohol:** for **Internal Employee Events**, the limit for both day and evening events is one glass of alcohol per person. A bottle of wine equals 4 glasses.

2. CATERED EVENTS: Event meals that require catering staff and rentals:

- **DAY EVENT before 6 pm** – The maximum cost is \$50/person with alcohol not to exceed **one glass** per person.
- **EVENING EVENT: Reception or dinner after 6 pm** – The maximum cost is \$95/person with alcohol not to exceed two glasses per person.

Notes:

- *The above rates are all inclusive of food*, alcohol, delivery, taxes and gratuity, but not venue rental costs (room rental, AV rental etc).*
- **Food:** The cost of food includes the direct cost associated with food preparation and service (ie: Chef and catering staff, food service rentals [glassware, cutler, etc.] and delivery.)
- **Alcohol:** for **Internal Employee Events**, the limit for both day and evening events is one glass of alcohol per person. A bottle of wine equals 4 glasses.

3. WORKSHOPS (full-day):

For events with multiple meals before 6 pm (for example, breakfast, AM coffee break, lunch, PM coffee break, reception): The maximum cost per person is \$95:

- Breakfast \$18
- Breaks \$15
- Lunch \$20
- Dinner \$42

***Any costs above and beyond these amounts must be pre-approved by the Dean.**