

Hospitality and Entertainment Expense – Rate Summary

1. BUDGET AUTHORIZATION FORM:

- Before proceeding with a quote from the vendor, the Events Manager will submit the budget authorization form to the Assistant Dean Finance and Administration for approval.

2. 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 are the maximum allowable rates are all inclusive of food, alcohol, taxes and gratuity.*
- *If your approved budget is less than the maximum allowable rate, please notify the Events Manager.*
- **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. CATERED EVENTS: Events 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.).*
- *If your approved budget is less than the maximum allowable rate, please notify the Events Manager.*
- ***Food:** The cost of food includes the direct cost associated with food preparation and service (i.e.: Chef and catering staff, food service rentals 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.

4. 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 \$120:

- Breakfast \$18
- Breaks \$15
- Lunch \$30
- Dinner \$42

- *If your budget is less than the maximum allowable rate, please notify the Events Manager.*

5. CONFERENCES:

- **Opening day reception:**

- **Before 6 pm:** The maximum cost is \$50/person with alcohol not to exceed one glass per person.
- **After 6 pm:** The maximum cost is \$95/person with alcohol not to exceed two glasses per person.

- **Closing day reception:**

- **Before 6 pm:** The maximum cost is \$50/person with alcohol not to exceed one glass per person.
- **After 6 pm:** The maximum cost is \$95/person with alcohol not to exceed two glasses per person.