

Conference & Event Services Policies & Procedures

Effective November 1, 2016

- A tentative event date will be held for two weeks. Receipt of a \$500 or 50% deposit (whichever is lesser) is applied to room charges and a signed contract will confirm your event reservation.
 - About six weeks prior to your event date, schedule a meeting to discuss your catering, setup and technology event needs.
- Meet with the Catering Director one week prior to your event to finalize your counts and details. You will receive a preview invoice for catering at this visit and payment will be due before your event.
- All vendors (DJ, bakery, florist, etc.) should contact the Catering Director the week prior to your event date to confirm details of deliveries and setup.
- For contracted events, the final invoice for any remaining charges (bar tab, etc.) will be sent the Monday following your event.
 - The UW-Parkside Conference & Event staff is here to assist you with every aspect of your event.
- If there is anything we can do for you to make your day more special, please let us know: reservations@uwp.edu or (262)595-2458.

General Reminders

- Smoking is prohibited inside all campus buildings, including the Parkside Student Center. Smoking on campus is allowed outside as long as you are 25 feet away from an entrance.
- No beer, wine, or alcohol may be brought onto campus and must be purchased through UW-Parkside Catering.
- All food for meetings, events and receptions must be purchased through UW-Parkside Catering and University Dining Services.
- Catering requests made less than 48 hours ahead of time may not be fulfilled as requested due to ingredients on hand. Substitutions will be suggested.
- Setup and audio/visual needs or changes made less than 48 hours ahead of time may not be accommodated due to staffing and equipment constraints or are subject to a charge.

FAQs

What can't be done...?

Instead you can...!

Using candles with an open flame and other flammable materials.	Use a candle holder or a votive cup that encloses the flame.
Using glue, adhesive, tape, nails and screws to hang materials from walls, ceilings, and light fixtures.	We have wall mounts available to use free of charge. Just ask a staff member.
Using fog or bubble machines as these set off the fire alarms.	Have all decorations pre-approved.
Use of tiny glitter, confetti, or flower petals on the tables or on the floors.	Use ½ inch square or larger foil decoration just on table tops.
Wait until less than 2 weeks before your event to let conference and event services know what you need.	4 to 6 weeks prior to your event, inform us of your food choice, set up details, attendance total, audio/visual, etc.
Most cancellations made in less than 72 hours will include a charge.	Make sure you notify catering and reservations as early as possible if you are thinking about cancelling.
We are not responsible for damage or loss of property. So don't leave behind your personal belongings or decorations.	You can make special arrangements with the Catering Director, or ask designated people to be responsible for taking certain items with them at the end of the night.
Use of spray paint on windows/ walls or any other activity which could physically damage the building and equipment or that would require excessive cleaning.	Ask for assistance. If ever you question if something is allowable, ask for help. If for any reason something is restricted we will to help find alternate avenues to achieve what you want.
Cover the windows or the doors.	Ask us for alternatives.
Rearrange furniture in conference rooms and lounges.	Ask us for alternative locations which are more appropriate to your needs.