

Conference & Event Services Policies & Procedures

- A tentative event date will be held for two weeks. Receipt of a \$1,000 or 50% non-refundable 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 with our events team to discuss your catering, setup and technology event needs.
- Contact the Conference & Events Coordinator and Catering Manager one week prior to your event to finalize your counts and details. An updated invoice will be provided at this time and payment will be due before your event.
- All vendors (DJ, bakery, florist, etc.) should contact the Conference & Event Coordinator 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.
- For all event details, scheduling or general questions & information, please contact the Conference & Event Coordinator at reservations@uwp.edu or (262)595-2458
- For any Food & Beverage related questions, or to schedule a tasting for your event, please contact the Catering Director at catering@uwp.edu or (262)-595-2346

General Reminders

- All food, beer, wine and alcohol for meetings, events and receptions must be purchased through UW-Parkside University Catering & Dining Services. No outside food, beverage or alcohol can be brought onto Campus Grounds. Outside desserts are allowed from *licensed* bakeries.
- Due to health & license safety codes, prepared food can only be left out for 90 minutes. No leftovers can leave the premises at any time.
- Catering requests made less than 72 hours prior to event may not be fulfilled as requested due to ingredients on hand. Substitutions that can be accommodated will be suggested. Please remember final meal counts are due 7 days prior for large events.
- Room Setup and Audio/Visual needs or changes made less than 48 hours ahead of time may not be able to be accommodated due to staffing and equipment constraints, or are subject to a charge.
- If your event features a presentation, video or slideshow, please supply a copy, or schedule a time ahead of your event, to visit to test your materials to verify functionality.
- 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.
- Photographs on the Grand Staircase are not recommended, please be mindful of safety and surroundings.

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What can't be done...?

Instead you can...!

Use candles with an open flame and other flammable materials.	Use a candle holder or a votive cup that encloses the entire flame.
Use glue, adhesive, tape, nails and screws to hang materials from walls, ceilings, and light fixtures.	We have poster mounts available to use free of charge. Just ask a staff member.
Use fog or bubble machines as these set off the fire alarms.	Have all decorations pre-approved.
Use of glitter, confetti, or flower petals on the tables or on the floors.	Use ½ inch square or larger foil decoration just on table tops.
Decorate the Grand Staircase's steps, bannisters or handles.	Ask to use suction cup hooks and decorate on the outside glass walls lining the staircase or make use of the stair's middle landing as long as it does not obstruct travel up the stairs.
Leave behind your personal belongings and decorations.	We are not responsible for damage or loss of property. Please make special arrangements with Conference and Event Services beforehand to assure your property makes it out safely with you.
Have a Balloon Free-For-All!	Responsible balloon use is very important to us, our ceilings are very high...Helium Balloons are acceptable, but please make sure they are secure and weighted.
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 you ever 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. Please note there will be a fee for any damage or cleaning deemed excessive.
Cover the windows or the doors.	Ask us for alternatives that aren't a safety issue.
Rearrange furniture in conference rooms and lounges.	Ask us for alternative locations which are more appropriate to your needs.
Block Any Fire Exits, Alarms or Extinguishers.	Ask us for alternatives that aren't a safety issue.