

RETAIL CATERING POLICIES

As little as 48-hour notice may be required on some menu items. Last minute orders are based on availability, so please place your order before 48 hours.

Monday thru Friday orders must meet a minimum revenue of \$40 per order to be delivered.

Orders that are outside the delivery minimum, have the options for catering to be picked up at the retail location.

Orders can be placed by contacting the Event & Catering office Monday thru Friday from 8:30 AM - 4:00 PM at *su-retailcatering@email.arizona.edu* or **520-621-1989** or ordering online.

HOURS

Catering orders are scheduled for delivery no earlier than 7:00 AM and no later than 4:00 PM Monday thru Friday. (Later delivery may be available with 48-hour notice in most locations) On Saturday from 9:00 AM – 4:00 PM and Sunday's delivery is available if total price exceeds \$300 (48-hour notice).

Summer Operating Hours: Monday thru Friday from 8:00 AM – 2:00 PM.

DELIVERY

All delivery must be on the University of Arizona main campus within 3 miles of the Student Unions Building for the following retail outlets:

Catalyst Café ~ 8:00 AM – 4:00 PM Monday - Thursday, 8:00 AM - 2:00 PM on Friday

Chick-Fil-A ~ 10am – 4pm

Einstein Bros Bagel ~ 7:00 AM – 5:30 PM

Highland Market ~ 8:00 AM – 10:00 PM delivery, and 1:00 PM pick-up

IQ Fresh ~ 8:00 AM – 5:00 PM delivery, 7:00 PM pick-up

On Deck Deli ~ 8:00 AM – 3:00 PM

Slot Canyon Café ~ 8:00 AM – 4:00 PM Mon- Thursday, 8:00 AM - 2:00 PM on Friday

SUPPLIES

All catering orders include the following supplies where applicable: disposable plates, napkins, utensils, cups and serving utensils.

CANCELLATION AND CHANGES

Any food and/or beverage changes that need to be made to an existing order must be provided at least 24 – 48 hours prior to the order date. Otherwise, we cannot guarantee that we will be able to accommodate your catering needs.

Catering orders canceled within a 24-hour period of the scheduled order will result in a 100% cancellation fee. Exceptions may apply.

DELIVERY FEE

A delivery fee surcharge of \$10 will be applied only on orders from Catalyst Café and Slot Canyon. Please note this is a "drop off" order, no setup will be provided including tables, chairs, or linens.

Revised April 2023