**STUDENT GROUP EVENT POLICIES**

**EVENT SPACE:**

**\*Greenberg Lounge, Tishman Auditorium, Lipton Hall, Faculty Club, Lester Pollack, FH910, Snow**

--Student Groups may bring in outside catering **only** if NYU catering staff cannot accommodate the preferred order (i.e. Halal menu, dietary restrictions)

--If students are granted permission to bring in outside catering, a 45% surcharge of the catering bill will be applied (\*waived for Spring 2014 semester)

--Student groups may bring in outside wine into event space. A $5.00 corkage fee will apply per bottle or box opened

--NYU Waitstaff will be required for any student events which have catering in an event space. The number of waiters and cost will be determined by the number of guests and nature of the event. The cost is $28/hour with a (5) hour minimum and will require (3) hours for set up and breakdown

**STUDENT STUDY SPACE:**

**\*Sexton Student Forum, Golding Lounge, Wachtell Lounge**

--Student Groups may bring in outside catering. A 45% surcharge will **not** apply

--Student Groups may bring in outside wine. A corkage fee will **not** apply

--Waitstaff are not required for student events in study spaces. If the student group would like to have waitstaff present they may. The standard waitstaff rate will apply

--If students do hire a waiter to serve wine, a $5.00 corkage fee will apply

--If study spaces are left unclean at the end of an event a cleaning charge of $140.00 will be applied

**OTHER ITEMS:**

--Paper goods: $1.00 per person

--Disposable buffet items (i.e. sternos, chaffing dishes, etc.): $1.50 per person

--White linen table cloths: $7.00 per table cloth (\*Note – (2) table cloths needed per 8ft table)

--Kegs: $150.00 per keg