

Norco College Event and Catering Procedures

Event Planning

1. Before you start planning a College event, please check the Norco College event master calendar to make sure your event does not conflict with any other currently scheduled event.
2. Submit a room/space reservation through **25 Live**, making sure your request includes resources needed such as media equipment, tables, chairs, canopies, etc.
3. Please wait for approval from the Facilities department before you continue with your planning.

Please Note: The Corral has the first right of refusal, if the corral can't meet the group expectations, please e-mail Director, College Business Services to request approval to bring an outside vendor or to hold your food event outside of Norco College.

If food will be provided at your event by The Corral:

1. Requestor will use the catering request PDF to enter a catering quote; select from the available menu and submit to Foodservices@norcocollege.edu. (The form has a drop down list that is linked to the Corral Catering Menu). The catering request form is available at [The Corral website](#).
2. Submit a room/space reservation through **25 Live**, making sure to add your equipment (resources) request at the same time for media equipment, tables, chairs, canopies, etc.
3. Please submit your request at least one week in advance to allow for planning and preparation. **Note: Large caterings events might need additional time for planning purposes.**
4. Upon review of your order, Food Services will provide you with an E#. (Event number)
5. Requestor will check Galaxy for department budget availability and enter internal requisition in Galaxy.
6. Requestor will provide requisition number to Food Services to finalize catering order. Your order is not confirmed until Food Services receives a requisition number.
7. Please note: Minimum guaranteed headcount number must be provided to Food Services at least 72 hours in advance to allow for food preparation. **Cancellations will be honored 5 business days or more from the event date. If cancelled less than 5 business days, 30% of the total event cost will be charged.**
8. Make sure your internal requisition has gone through all the approvals in Galaxy to ensure payment to the Corral.

Business Services Event Procedures Revised 8/15/2022

Outside vendor delivering food to Norco College:

After getting approval from Business Services, the college department coordinating the event will:

1. Confirm with the Purchasing department that the vendor has all required documentation on file.
2. Submit a room/space reservation through **25 Live**, making sure to add an equipment (resources) request at the same time for media equipment, tables, chairs, canopies, etc.
3. Enter a requisition to pay the outside vendor for the catering services provided.
4. At the end of the event, make sure final invoice is signed for payment by the appropriate administrator, and sent to Accounts Payable for final payment.

Food Trucks /Food Vendors on Campus:

After getting approval from Business Services, the college department coordinating the event will:

1. Confirm with the Purchasing department the vendor is approved by the District and ***insurance documentation is on file.***
2. Submit a room/space reservation through **25 Live**, making sure you add your equipment needs request at the same time for media equipment, tables, chairs, canopies, etc.
3. Request food handler certificates from food vendor and submit to Food Services.
 - Please note: Food Services requires food handler certificates to be available on the date of the event, ***even when your event is taking place during the weekend.***
4. Facilities will approve request if your event does not overlap with current scheduled events and available equipment requested can be provided.
5. After receiving approval from Facilities, proceed with entering a requisition to pay the food truck vendor.
6. At the end of the event, make sure final invoice is signed for payment by the appropriate administrator and sent to Accounts Payable for final payment