

Reserve the UConn Dairy Bar for your next Birthday Party, Pre-Sport Event Gathering, Meeting, Holiday Party, Ice Cream Social, Club Meeting



UCONN DAIRY BAR RESERVATION GUIDELINES & POLICIES

FACILITIES - The Dairy Bar can seat up to 33 people (6 tables which can seat up to 4 each, and 9 bar stools). Capacity for 34 - 50 people is possible but there would be limited seating and many guests would need to stand.

FEE STRUCTURE - The Dairy Bar Facility can be reserved between the hours of 6:00 p.m. -9:00 p.m. Sunday through Saturday. The rental facility fees are as follows: \$60 for 1 hour; \$90 for 2 hours and \$120 for 3 hours. The rental fee includes Dairy Bar staff to open the facility, assist with serving Dairy Bar Menu items and to lock-up the facility at the conclusion of the function.

FOOD & BEVERAGES - Guests will be able to purchase any food or beverage item that is listed on the Dairy Bar menu. Arrangements can also be made in advance so that a set number of cones, sundaes, cakes etc. (refer to price sheet) can be specified. The Designated Contact person is responsible for notifying guests if they are limited to ordering of specific item(s). In addition to purchasing Dairy Bar Menu items, functions can make arrangements for food deliveries to the Dairy Bar for pizza, grinders, Chinese food etc. Homemade hot dishes are prohibited at the Dairy Bar Facility. All catering arrangements are to be made by the reserving organization. If you are interested in having a catered function, please contact University Catering at (860) 486-5053. The Designated Contact person will be responsible for providing utensils (ex. knife for cake, bowls, plates, napkins, cups, silverware etc.). However, the UConn Dairy Bar will provide utensils with individual purchases of items from the Dairy Bar Menu.

ALCOHOL - Alcohol is prohibited on the premises.

RESERVATIONS - Space is available for use by reservation only. Requests for information to reserve space may be made by contacting Dairy Bar Manager, phone (860) 486-2634 or email Jacqueline.Patry@uconn.edu. A signed Reservation Agreement Form along with a \$25 deposit must be received at least two weeks in advance of the anticipated use. A Designated Contact person is required to assume responsibility for any function and must be present during the function. Your reservation is confirmed once the Dairy Bar Manager receives a \$25 deposit and approves your completed Reservation Agreement Form. You will receive confirmation of your reservation via a copy of the approved Reservation Agreement Form.

LIABILITY - The UConn Dairy Bar does not accept responsibility for damage to, or loss of, any merchandise, equipment or articles left in the facility prior to, during or following an event. Any damages to the building will be billed accordingly.

CANCELLATIONS - Cancellations must be received no later than two days prior to the scheduled function. In the event that the reservation is not canceled within this time-frame the deposit will not be refunded.

SET-UP/CLEAN-UP - The **Designated Contact person must assume responsibility for both set-up and clean-up.** The Dairy Bar will be available for set-up one-half hour before the Reserved Start time. All function participants must vacate the facility at the Reserved End time. However, the Designated Contact person can remain to clean up one-half hour after Reserved End time. The responsibilities of the Dairy Bar staff regarding clean-up will be to wipe down tables, empty trash containers and sweep floors. All other clean-up is the responsibility of the Designated Contact person including removal of food, decorations, equipment and personal belongings.