

SAINT JOSEPH'S COLLEGE

RECEPTION/BANQUET PLANNING INFORMATION

RECEPTION/BANQUET PACKAGE

Package includes Halleck Student Center Ballroom rental and standard set-up/clean-up of facility. Standard set-up includes 8 foot rectangular tables and chairs. Round tables are available for rental at a cost of \$10.00 per table. Extra set-up or special requests may incur additional charges. This package is available during summer and College breaks only. Please contact Mark Brouwer, Director of Continuing Education and Summer Programs, for pricing and availability.

Mark Brouwer '04, Director of Continuing Education and Summer Programs
(219) 866-6351
mbrouwer@saintjoe.edu

CATERING/ALCOHOL REQUESTS

Sodexo Campus Services, the exclusive food service provider of Saint Joseph's College, is dedicated to providing a quality dining experience that fits the theme of your next event. All catering/alcohol requests must be directed to Dining Services Director, Chuck Waterbury, or Catering Supervisors, Judy Jarrette and Joan Highley.

Chuck Waterbury, Dining Services Director
(219) 866-6178
chuckw@saintjoe.edu

Judy Jarrette, Catering Supervisor
Joan Highley, Catering Supervisor
(219) 866-6347
judyj@saintjoe.edu or jhighley@saintjoe.edu

DECORATIONS/PARACHUTE RENTAL

For table cloth and linen rentals, please contact Judy Jarrette or Joan Highley, Catering Supervisors. Additional decorations must be provided on your own. Gatherings Social Décor Rentals is a recommended provider.

Gatherings, LLC
Cheryl Torbet
(219) 866-2175

For ceiling parachute rental, please contact:
Vicki Nagel
(219) 394-2092 or (219) 863-2559

SECURITY

If alcohol is being served at your event, a security guard must be provided at your cost to ensure that alcohol does not leave the Ballroom level of Halleck Student Center. If you need help locating a security guard for your event, please contact Mark Brouwer, Director of Continuing Education and Summer Programs. Prices for security guard rental currently range from \$20-\$25 per hour depending on availability.

LEGAL NOTICE/LIABILITY CLAUSE

The Office of Continuing Education and Summer Programs must receive a certificate of liability insurance (ACORD-25S) 30 days prior to the scheduled event. The certificate must indicate that Saint Joseph's College is an "additional insured" during the specific date and time covered by the agreement.