

## Events with Food

Austin Peay State University Dining Services is the sole caterer of all food and beverages served in the Ballroom, Cumberland room and Iris room of the University Center. Other individuals or catering firms may not bring food and beverages into these areas. Dining Services includes china, glassware, silverware, and linens in the cost of your event. Paper products are used for deliveries and pick-ups, and whenever services are agreeable to both the client and APSU Dining Services.

For pricing information, please [click here](#).

To place and order, please visit <http://www.apcatering.catertrax.com/> or call 931-221-7016.

For best service, please place orders by 4 p.m. the prior business day. Orders for more than 50 must give 72 hours notice. Prices are based on pickup by customer. Delivery available for regular 15% service fee.

[apcatering@apsu.edu](mailto:apcatering@apsu.edu) – [www.dineoncampus.com/apsu](http://www.dineoncampus.com/apsu) - 931-221-7016

**As part of the event authorization process with the Gov's Organization Council, organizations will be asked to provide the information below to begin the process of requesting food for their event:**

- Location, date, and time of your event
- A quote from Dining Services of how much you would spend on food and beverages for your event
- The type of meal desired (buffet, served, reception, or delivery)
- An estimated guest count

Additional considerations:

1. Dining Services and/or University Facilities reserves the right to move groups to a room more suitable if the anticipated attendance increases or decreases.
2. If you plan on decorating within University facilities please observe the following regulations:
  - a. Decorations should not be attached or placed on painted walls or pillars.
  - b. Decorations on other surfaces should be attached with tacks or staples on bulletin boards. Use of tape may be granted under special circumstances.
  - c. All decorations must be removed immediately after the event.