



Millersville University

SEIZE THE OPPORTUNITY

UNIVERSITY CATERING &
CONFERENCE SERVICES

Your Successful Event Is Our Mission



Millersville University
Catering &
Conference Services

Gordinier Hall,
P.O. Box 1002

30 South George Street
Millersville, PA 17551

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Is Our Mission*

Millersville University Catering

catering@millersville.edu

• 717-871-5143

Welcome

Welcome to William H. Bolger Conference Center at Gordinier Hall, offering distinctive catering and conference services provided on the scenic campus of Millersville University.

- ✧ facilities for banquets, lectures, receptions, buffets, dinners, weddings, parties
- ✧ six unique rooms, accommodating from 2 to 275 guests
- ✧ specialized and up-to-date communication and technical services
- ✧ professional event planning
- ✧ custom menu choices prepared by our culinary team
- ✧ flexible room set-up and design

Catering



Terms, Conditions, and Catering Information

Reservations, Deposits and Room Rental Fees

To secure your date, a deposit is required to reserve Bolger Center rooms. The deposit will be equal to the room rental charge and is due when the reservation for the room(s) is made. Deposits will go on the customer's account as a credit towards the final billing. Room deposits are non-refundable. No room rental fees will be incurred for events utilizing served or buffet service meals.

Guarantees, Counts and Cancellations

An estimated count of expected guests attending is required at the time the reservation is made. Updated counts are required ten (10) working days prior to the event. A final count is due five (5) working days prior to the event. The final count is the number for which conference services will prepare for service and for which the customer will be billed. If the service count exceeds the final count, the additional count will be billed. If the additional meal count exceeds 5% of the final count, a 20% surcharge will be incurred for each additional meal.

Reservations cancelled within 24 hours of the scheduled event will be charged for any special food purchases and foods in phases of preparation.

Food Policies

All food items, with the exception of a specialty event cake, will be supplied by Millersville University Catering. Local health codes and regulations restrict all catered event food from leaving the premises; and left-over food becomes the property of Millersville University Catering.

Service Charges and Surcharges

All food charges are subject to an 18% service/gratuuity charge plus tax; (5% discount for nonprofit organizations may be deducted if tax exemption document is provided). Events with meal service before 7 a.m. or after 6:30 p.m. will incur a 10% surcharge for labor costs, due to staff overtime. Events extending past the scheduled, contracted time will incur a \$100.00 charge per each one-half hour in the facility.

Alcohol and Bar Service

Wine, Beer and Soda Service

Catering and Conference Services charge a per person fee for service of wine, beer, assorted sodas and spring water. The charge includes: bar set-up, bartender, sodas, water, use of service ware and supplies.

Full Service Bar

Catering and Conference Services will provide assorted sodas, sour mix, tonic, water, juices, garnishes, supplies and set-up for a full service bar. A per person fee for: bar set-up, bartender, service and supplies will be charged.

Punch with Alcohol

Fruit-based punches with choice of wine, liqueurs and alcohol may be selected and served by catering personnel during the social hour. A non-alcoholic punch may be offered with a self-serve option.

Alcohol Purchase and Delivery to Conference Center

All alcoholic beverages will be provided by the sponsor in one delivery to Gordinier Hall receiving dock (7 a.m. to 2 p.m.), as early as (48) hours prior to the event. All items received will be signed in, tagged and locked for the event. Millersville University Catering does not purchase or supply alcoholic beverages, and use of alcohol is limited to Bolger Conference Center rooms.

Regulations for Alcohol Use

The following alcohol regulations will be followed, precisely for the safety of our guests and in accordance with the Pennsylvania Liquor Control Board regulations and policies of Millersville University.

- ☞ The event sponsor will be required to sign a responsibility waiver which is part of the Millersville University request to purchase and serve alcoholic beverages at University functions.
- ☞ We reserve the right to request proper photo ID of a guest; refuse alcoholic beverage service without proper ID, or refuse further alcohol service to a guest who in University Catering judgment, appears intoxicated.
- ☞ The maximum total amount of alcohol service will not extend beyond four (4) hours. The four (4) hour period may be divided between a social hour/reception and after dinner service. Alcohol service will cease during meal service, with the exception of wine or champagne toast served with the meal.
- ☞ All alcohol will be served by catering personnel. Self-service of alcohol is not permitted.
- ☞ No one may bring alcohol into the event in progress and alcohol may not leave Bolger Conference Center during the event.
- ☞ A Millersville catering event planner will assist in plans for alcohol service, which may include bar service, passed drinks or table service. Tap and keg systems may not be utilized in the Bolger Conference Center.



Disclaimer

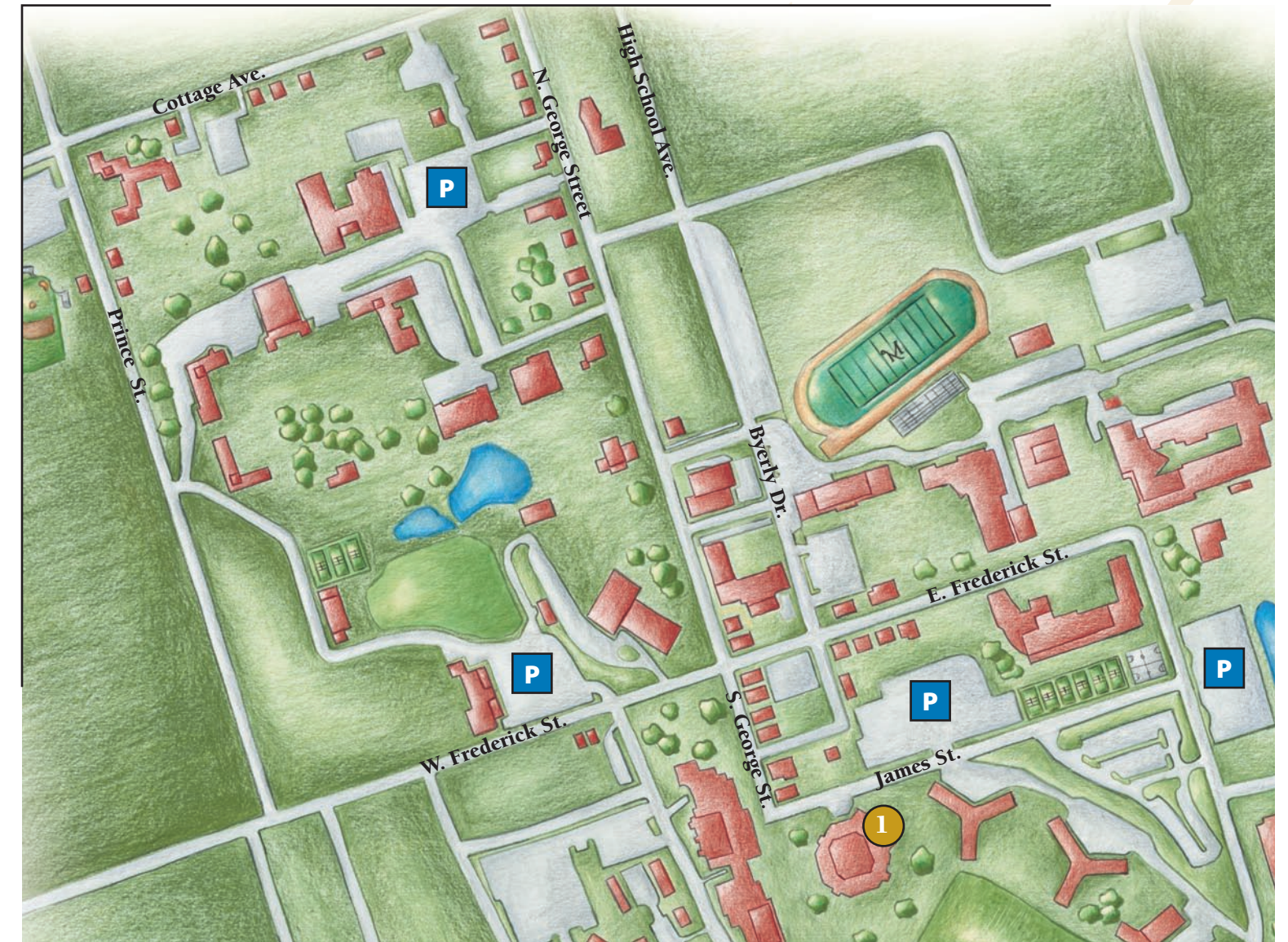
Catering and conference services will not accept any responsibility for damage or loss of any possessions brought into the conference center during an event.

Information



Millersville University Campus Map

Map



Dining and Conference Room Capacity

Room	Dining Rounds	Theater Seating	Reception & Social Hour	Conference Table
Lehr	275	350	300	40
University	72	80	100	28
Old Main	72	110	100	28
Matisse	48	60	60	22
Audubon	48	60	60	22
Kline	24	25	35	16

Hallway or room entrance registration tables are available upon request.

Capacity

1 Gordinier Hall & Bolger Conference Center - 30 South George Street, Millersville, PA 17551

From Baltimore and south

Take Route I-83 north to Route 30 east. Take exit for Route 741 east. Then follow "From Route 741."

From Harrisburg and west:

Take Route 283 east. Take exit for Route 741 east. Then follow "From Route 741."

From the Pennsylvania Turnpike, traveling east:

Take Exit 19/247 (Harrisburg East), onto Route 283 east. Take exit for Route 741 east. Follow "From Route 741."

From the Pennsylvania Turnpike, traveling west:

Take Exit 21/286 (Reading/Lancaster) and follow Route 222 south to Route 30 west. From Route 30, take exit for Route 741 east. Then follow "From Route 741."

From Route 30:

Take exit for Route 741 east. Then follow "From Route 741."

From Route 222, traveling south:

Take the exit for Route 30 west, then follow "From Route 30."

From Route 741:

On Route 741 east, the name Rohrerstown Road will change to Millersville Road. About four miles beyond Route 30, turn right at the light onto Route 999. Follow "Almost There."

From downtown Lancaster City:

Go west on Orange Street, turn left on Charlotte Street and then bear right onto Manor Street. It will become Route 999 (Manor Avenue). When you cross Route 741 (Millersville Road), follow "Almost There."

Almost there:

At the third traffic light (after Route 741), make a left onto George Street. Follow George Street. After you cross Frederick Street, bare left as George Street turns into James Street. Conference center is on your right, parking is on your left.

Millersville University

SEIZE THE OPPORTUNITY

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Millersville University is an Equal Opportunity/Affirmative Action institution. Coordinators: Services for Students with Disabilities—Dr. Sherlynn Bessick, Director, Office of Learning Services, Lyle Hall, 717-872-3178; Title VI and Title IX—Ms. Patricia Hopson-Shelton, Assistant to the President for Social Equity and Diversity, Delaware House, 717-872-3787; ADA Coordinator—Mr. Louis DeSol, Associate Vice President for Human Resources, Dilworth Building, 717-872-3017.

A Member of the Pennsylvania State System of Higher Education. 2836-1009

