Guide to Services

We are pleased to have the opportunity to provide dining services to your conference participants this summer. Whether you've hosted your conference with UAF in the past or this is your first year, we hope this information serves to assist you in preparing for your conference.

Booking Procedures
Please email the attached Meal Request Form to Jon.Buchholtz@compass-usa.com with your conference details (conference/program name, organization, contact person/info, dates, meals desired, and estimated guest count).

Our Conference Dining team will prepare an estimate for you and work with you to ensure we have all the necessary details to ensure your guests will have a great experience dining at UAF.

Once we have the details in order, we will collect your payment information your conference services will be guaranteed.

Two weeks prior to the date of your conference please contact us with confirmation of guest count. We understand things change, even after your conference has started. Please contact us to make changes to your guarantee. Cancellation or changes of any meals must be made three days in advance. Cancellations or changes less than three days in advance will be subject to 50% of original charges.

2017 Conference Dining Rates
Breakfast       $10.50
Lunch           $13.00
Dinner          $15.00
Day Total       $38.50

When dining in Dine 49 “On the Go” and retail items are priced individually and not included in the conference dining plan.

Where will you Dine?
Dine 49 and Arctic Java (both located in Wood Center) will be utilized for dining depending on group size. If less than 25 guests are scheduled breakfast will be available in Arctic Java. Lunches will commonly be served in Dine 49. If less than 25 are scheduled for dinner sack meals will be available or we can provide a list of local restaurants within walking distance.
Meal Times

Dine 49:

During UAF summer break will be open according to days camps are scheduled.

Meals hours during those scheduled days will be:

Sunday - Saturday
Breakfast 7:00 AM - 8:30 AM
Lunch 11:30 AM - 1:00 PM
Dinner 5:00 PM - 6:30 PM

Arctic Java:

Monday – Friday  7:30 AM – 4:30 PM

*Hours for Dine 49 and Arctic Java are subject to change*

Holiday Closures

May 29 – Memorial Day
July 1 – 4 - 4th of July

Meals needed outside of these days and hours can be discussed with Chef Jon.

Meal Descriptions

Buffet options are cycled each day so you will always find something different to eat. Dine 49 is not all you can eat. Pricing is based on a per plate cost. All buffets include a self-service beverage station with coffee, tea, water, and fountain soda and fruit juice

Breakfast: Eggs, Breakfast Potato, Bread, and Protein, as well as fruit, and cereal
Lunch: Hot entree, sides, vegetarian/vegan option, salad bar, and desserts
Dinner: Hot entree, sides, vegetarian/vegan option, salad bar, pasta, pizza and desserts

Lunch to Go: Sandwich (Meat or Veggie), fruit, chips, bottled water, and a cookie

We reserve the right to change the menu based on demand and availability of product. Please see the "Dietary Accommodations" section for more information regarding special circumstances. Let us know if there is anything you want to see on the menu and we can try to accommodate you.

Payment

Non UAF affiliated groups. A 50% deposit is required to place your reservation. Adjusted charges will be billed after the event. Final payment is due 15 days from date of invoice. We accept most major credit cards, check or cash payment, although we discourage cash payments for your security.

University of Alaska sponsored events. These groups may pay via a UA Purchase Order or UA Procard (we are not able to bill by fund & org's). Payment information is required prior to event, you will be billed weekly on Thursdays or after the last day of meals for events shorter than one week. Payment for UAF events are due 24 days from event date. Payment for UAF
with a UA Procard, it is the cardholder’s responsibility to determine whether they are able to pay for food service with their Procard and/or do the necessary procedures to make this option available. Charwells Dining Services is not able to verify this before charging the card and is not liable in the event the charges are authorized by the Processor but against University Regulation.

**Meal Cards**

Individual meal cards will be issued for group participants. Group leaders can pick up cards from Chef Jon. Please call 907-474-6823 to make arrangements to pick up cards prior to first meal scheduled. We encourage group leaders to assign and record who is issued each card number. In the event there is an issue with a meal card not working properly you will need to contact Dining Services at 907-474-6661 or Wood Center room 101M. Meal cards must be returned at last meal scheduled for guests. Meal cards that are lost or not returned at end of services will be charged at a rate of $15.00 per card.

**Dietary Accommodations**

Please contact us in advance if you have a guest who has a food allergy or a special dietary need so we can best accommodate them. Vegetarian entrees are served at each meal. We strive to limit the foods in which common food allergens are present for the convenience of our guests. We would like to meet with anyone who has a food allergy or special dietary need so we can best accommodate their needs. Even if you don’t have a special dietary requirement, if you wish to see something on the menu please let us know, we cannot promise to fulfill your request, but we will try to accommodate any requests we receive.

**Location**

Dine 49 and Arctic Java are located in the Wood Center on the "Campus Core." More information and a map can be found at: [http://www.uaf.edu/campusmap/buildings/wood-center/](http://www.uaf.edu/campusmap/buildings/wood-center/)

**Wi-Fi "Guest" Internet Access**

The University of Alaska, Office of Information Technology (OIT) maintains Wi-Fi access points on campus, including Dine Forty-nine. OIT offers guest internet access, connection speed and services may be limited or restricted by OIT. For more information, including “Registered Guest” account setup (which permits full internet access), see OIT’s Wi-Fi options page. [www.alaska.edu/oitservices/campus-wireless-network/wireless-options](http://www.alaska.edu/oitservices/campus-wireless-network/wireless-options)

**Other Dining Locations**

Summer dining locations and hours will be posted at [http://www.dineoncampus.com/locations.cfm](http://www.dineoncampus.com/locations.cfm)

Choose University of Alaska Fairbanks
Catering
Catering services can be booked through our catering department. They can be reached at 907-474-6820.

Meeting Space Rental
If you are in need of renting space for your meeting, there are a variety of buildings with space available. You can find a list of building coordinators at the Facility Services web site http://www.uaf.edu/fs/building-coordinators/
If you wish to rent space in the Wood Center you can reach Wood Center scheduling 907-474-6023

Housing
For housing information please contact Conference Services at 907-474-6769

More information
For more information regarding conference dining scheduling please contact
Chef Jon Buchholtz 907-474-6823

For billing information contact
Marcel Snow 907-474-6822

For catering needs contact
Toni Shover 907-474-6820
Meal Request Form

Conference Contact Information

Name of Conference/Camp _____________________________________________________________

Company/University Department ______________________________________________________

Address __________________________________________________________________________

Phone Number ______________________

Email Address ______________________________________________________________________

Conference Organizer (Group Leader) _____________________________ Cell Phone ____________

Group Information

Returning Conference Group from Previous Year (circle one) Yes/No

General Age Group of Participants (circle one) Youth/Adult

Number of Participants in Attendance ________________

Are there any Allergies or Dietary Restrictions in the group?

Vegetarian   Gluten   Dairy   Egg   Soy   Nut   Fish   Shellfish

Other ________________

Dining/Catering Services

First Meal: (circle one)

Breakfast (groups less than 25 may be deferred to Arctic Java)

Lunch

Dinner (groups less than 25 may be deferred to box meals or local restaurants)

Date of first meal ______________

Last Meal:

Breakfast (groups less than 25 maybe deferred to Arctic Java)

Lunch

Dinner (groups less than 25 may be deferred to box meals or local restaurants)

Date of last meal ______________
List any meals to be omitted

During UAF summer break Dine 49 will be closed if there are no conferences/camps with scheduled meals.

Will you be needing extended hours on any of your meals? No / Yes

Will you require any catered beverage services refreshment breaks, catered receptions, banquets, etc.? Yes / No

**Payment Information**

Non UAF sponsored groups. A 50% deposit is required at time of booking. Remainder of payment is due 15 days after end of event. We accept most major credit cards, checks and cash. Any adjustments is billing will be done after service.

UAF sponsored groups. Payments with procards or purchase order are accepted. Payment information is due at time of booking. Payments will not be processed before service.

Name of person responsible for payment

Contact phone number

Method of Payment

Please read the attached *Guide to Services* for more information regarding pricing and policies.

Upon completion of *Meal Request Form* return to [Jon.Buchholtz@compass-usa.com](mailto:Jon.Buchholtz@compass-usa.com). We will confirm your booking as send a contract/invoice for your final approval. Payment information is due at that time.

We look forward to serving your dining needs.

Charwells Culinary Team