

Catering Fact Sheet

Preferred Caterers		
Company	Contact	Phone
Rozzi's Catering	Jennifer Rozzi	765-459-9218
Vibrant Events Catering	Katya Swisher	574-398-8950
Main Occasions	Grethel Keeney	765-461-2329
Windmill Grill	Keria Hill-Ochoa	765-452-1600
Boardwalk Cafe	Logansport	574-992-8008
McAlister's Deli	Kokomo	765-868-4700
Panera	Kokomo	765-457-7850
Pizza	Pizza Hut, Papa John's, Hot Box, etc.	

****If you want to use another caterer, please provide their contact information 4 weeks prior to your event for approval.**

Prep Area/Equipment

Hingst Hall (Kokomo Campus) has a catering kitchen, no stove/oven are available.

- Full size commercial refrigerator is available (top 2 shelves are available for caterers use)
- Small freezer
- 3 bay sink, dish soap
- 3 steel prep tables with 4 hanging electric boxes
- Up to 4 large trash cans with liners

Community Room (Logansport Campus) has a catering kitchen

- Refrigerator
- BUNN coffee maker (you must bring your own coffee supplies)
- Kitchen sink, dish soap

*All supplies in the kitchen belong to Ivy Tech Community College and are not for external group use.

Set Up

Set up and access to our spaces may begin up to 3 hours prior to the event start time. Seven days prior to your event please confirm your arrival time with the event manager and how many 8-foot tables you will need for food and beverage.

- All food must be cooked prior and brought in proper storage containers for the event.
- No cooking on site
- No grills or propane burners allowed in campus buildings or on Ivy Tech Community College property.

Set Up (cont.)

Kokomo – All food must be kept in the room the meeting is being held. Hingst Hall food must be placed between the two kitchen doors and the beverages by the southwest kitchen door. (a diagram will be emailed to you.)

Logansport – All food must be kept in the Community Room, no exceptions.

Parking / Loading / Unloading

Kokomo – you may park in front of the Health Professions Center in the loading/unloading area long enough to load/unload and then must move your vehicle to one of the parking spaces located on campus.

Logansport – you can park outside the entrance to the Cole Community Room/WorkOne Entrance.

Trash

- Kokomo – south parking lot of the Health Professions Center
- Logansport – the Ivy Tech cleaning crew will dispose of the trash, please bag up all trash and leave in the kitchen.

Clean Up

- Catering prep areas must be swept before leaving.
- If any grease is spilled on the floor, it must be completely cleaned up.
- Please wipe down the walls if any food is spilled on them.
- The event coordinator should inspect the areas used to ensure cleanliness.

Kokomo Service Area Contact

Patti Moore

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