



# Catering Guide

## Preferred Caterers

### Full Service

#### **UCF Catering Services**

Mattie Henderson  
407-823-2494  
catering@ucf.edu

#### **Arthur's Catering**

Hayli Westhelle  
407-823-2494  
hayli@arthurscatering.com

#### **Puff 'n Stuff Catering**

Brittany Davis  
407-629-7833  
events@puffnstuff.com

#### **Tim Webber Events & Catering**

Adam Bailey  
407-719-4488  
adam@timwebberevents.com

#### **Pearson's Catering**

Rico Perez  
407-259-8404  
info@pearsonscatering.com

### Restaurant

#### **4 Rivers Smokehouse**

Bobbie Deveral  
386-473-8377

#### **Toojay's Deli**

Sharon Millan  
407-249-9475  
sharon.millan@toojays.com

#### **Jason's Deli**

Giuseppina Bono  
407-334-3546  
giuseppina.bona@jasonsdeli.com



# Catering Guide

## On-Campus Caterers

**Approved**

### **UCF Catering Services**

Mattie Henderson  
407-823-2494  
catering@ucf.edu

### **Burger U**

Knights Plaza  
407-882-0450

### **Café Bustelo**

Tech Commons  
407-823-2494

### **Chick-Fil-A**

JTW Center  
407-823-2494

### **Domino's Pizza**

Knights Plaza  
407-822-2010

### **Dunkin Donuts**

Knights Plaza  
407-822-3688

### **Einstein's Bros. Bagels**

BA Bldg 45  
407-823-2494

### **Foxtail Coffee**

JTW Center  
407-823-0118

### **Huey Magoo's**

Student Union  
407-823-2494

### **Jimmy John's**

Knights Plaza  
407-882-2494

### **Pop Parlour**

Knights Plaza  
321-348-7677

### **Smoothie King**

Student Union  
407-882-0201

### **Panda Express**

Student Union  
407-823-2494

### **Qdoba**

Student Union  
407-823-2494

### **Starbucks**

Student Union  
407-823-2494

### **Which Which**

Student Union  
407-823-2494

# Catering FAQ's

- ***I am interested in bringing in store-bought items. What is the process?***

Clients may bring individually packaged, commercially sealed snacks and beverages (such as bottled drinks, granola bars, chips, or wrapped cookies), but all items must be approved by the FAIRWINDS Alumni Center Event Manager in advance.

Please note that prepared food items—including deli platters, bakery trays, fruit platters, or any items that require handling, portioning, or serving—must come from an approved caterer listed in our Catering Guide. Prepared store-bought trays (Publix, Sam's Club, Costco, Target, etc.) are not permitted unless the vendor is on the approved list.

All beverages must be Coca-Cola branded beverages such as Coca Cola, Sprite, Dasani, SmartWater and Schweppes Ginger Ale. There are no exceptions to this rule.

- ***I don't see the restaurant I want on the approved list. How can I get them to cater my event?***

If you'd like to use a caterer that is not on our approved list, you may submit a request to the UCF FAIRWINDS Alumni Center Event Manager. The vendor will need to provide a Certificate of Insurance that meets UCF's requirements and list the appropriate additional insureds - The University of Central Florida Board of Trustees and University of Central Florida Foundation Inc. Approval is not guaranteed and must be received before the vendor provides any food or beverage for your event.

- ***Our caterer donated the food and cannot provide insurance because it is a drop-off. Is there an exception?***

No. All food and beverage served at the UCF FAIRWINDS Alumni Center must come from an approved caterer with the required insurance, regardless of whether the items are purchased, donated, or delivered as a drop-off. This ensures compliance with university policies and protects the safety of all guests. Vendors who cannot meet the insurance requirements cannot provide food for events in our facility.

- ***Can my caterer have early access into the venue?***

Early access for caterers depends on the setup time listed in your reservation and on your contract. Caterers may only enter the building during your contracted setup window. If you need additional setup time for your caterer to arrive earlier, extra hours can be added to your reservation for an additional fee and must be approved in advance by the UCF FAIRWINDS Alumni Center Event Manager.

- ***Does my caterer have to clean up after the event?***

Yes. Caterers are responsible for cleaning and resetting any areas they use—including the kitchen, prep spaces, and any outdoor service areas—and must leave them in the same condition in which they were received. Our event staff and housekeeping team will handle cleaning for the rooms included in your rental.

- ***Can we have alcohol at our event?***

Yes, alcohol is permitted; however, it must be provided and served by a caterer that holds the appropriate state liquor license and off-site catering permit. Clients may not bring in their own alcohol under any circumstances. Only individuals 21 and older may consume alcoholic beverages, and non-alcoholic options must also be available. If you plan to serve alcohol, please indicate this as soon as you make your reservation so we can ensure all requirements are met.