

- For bookings in the **SUB and SFSS controlled spaces on Burnaby campus, groups may self-cater.**
- For bookings in **SFU classrooms/lecture rooms with 30 people or less**, groups can self-cater meals and snacks that have been provided by a commercial kitchen/licensed retailer.
- For bookings in **SFU classrooms/lecture rooms with over 30 people**, groups must use SFU catering.
- For bookings in **SFU event spaces* or open spaces*** (indoor or outdoor), groups must use SFU catering, **regardless of attendance size.**
- For bookings at **SFU Vancouver campuses**, groups must use SFU catering regardless of attendance size

Definitions

- **Pre-packaged snacks** are small food items such as cookies, chips, and granola bars, etc. that are individually wrapped in sealed packaging.
- **Meals** are considered to be larger food items such as pizza, sushi, sandwiches, pasta, rice dishes, etc.
- ***SFU Event Spaces:** Halpern Centre, Diamond Family Auditorium
- ***SFU Open Spaces:** James Douglas, Convocation Mall, WMC Atrium, [Outdoor Spaces](#)

Self-Catering

Self-catering means that groups can buy snacks and meals from a grocery store, or from any licensed restaurant.

If you are serving food to the public (anyone who is not a club member), you are required to have a valid Temporary Food Premises Permit approved by Fraser Health. The application can be found [here](#). Pre-packaged snacks do not require a food permit.

SFU Catering

SFU Catering orders can be submitted through your grant request, or via email if your group is funding it without assistance from the SFSS. If ordering through email please list the items, number of each item, and the prices listed on the menu. Please **do not** contact SFU Meeting, Events, and Conferences Services (MECS) directly to submit your order.

The catering menus for all 3 campuses can be found [here](#). Please note the following deadlines:

- Catering orders require a minimum of 10 business days to be submitted to the SFSS.
- A minimum of 3 business days notice prior to the start of your event will be required for decreases in your catering order.
 - Decreases or cancellations of food within the 3 day period will be billed at 100%
 - Decreases or cancellations of beverages within the 3 day period will be billed at 50%

Funding for Snacks and Meals

We will not provide funding for your snacks and meals from SFU Catering if you have not booked your event space through the SFSS.

If you have booked your event space through a different department, we will only fund self-catered snacks and meals if you are permitted to self-cater based on the type of venue and attendance size.