

## Which indoor venues can I book?

### Lakireddy Grand Ballroom

Can seat up to 520 guests theatre style or up to 310 guests banquet style.



### Conference Rooms 105 and 110

Can seat up to 100 guests theatre style or up to 60 guests banquet style.



### Breakout Rooms 210 and 215 and 225

Can seat up to 27 guests theatre style or up to 24 guests classroom style.





**HS**  
Hospitality  
Services

**Crescent Arch - Half Dome residence hall**

Can seat up to 140 guests theatre style or up to 90 guests banquet style.



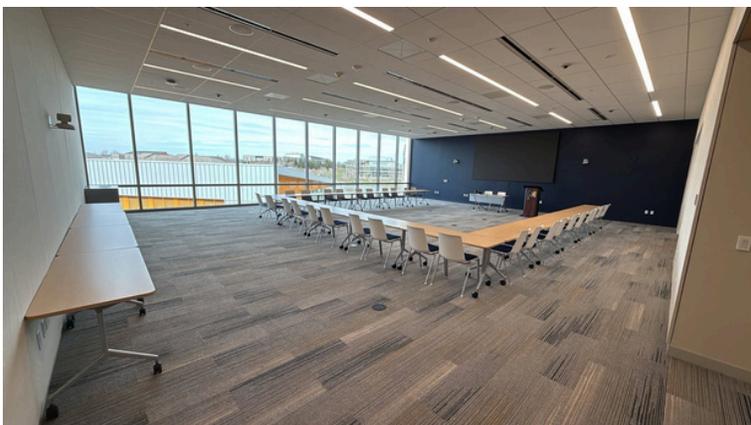
**Elizabeth's Garden - Yablokoff-Wallace Dining Center - Maximum of 4 hours**

Can seat up to 44 guests.



**Admin 306**

Exclusive use by Cabinet and Extended Cabinet





## What is the cost to book a venue?

### Hospitality Services Rate Sheet 2025-2026

	Maximum Space Capacities				External		UC Merced Staff/Faculty		UC Merced Student Clubs*	
	Theatre	Classroom	Banquet	Pods	Minimum	Per Hour	Minimum	Per Hour	Minimum	Per Hour
	Dr. Vikram and Priya Lakireddy Grand Ballroom <i>5,737 Sq. Ft.</i>	517	Available upon request for an additional cost	250	Available upon request for an additional cost	\$1,400	\$350	\$1,000	\$250	\$800
Room 105 and 110 <i>1,573 Sq. Ft. (Each)</i>	105	60	80	72	\$400	\$100	\$300	\$75	\$200	\$50
Room 210,215, 225 <i>550 sq. ft. (Each)</i>	30	25	24	32	\$200	\$50	\$120	\$30	\$100	\$25
Conference Center Terrace <i>*requires the rental of either the Grand Ballroom or 105/110</i>	100	N/A	96	N/A	\$400	\$100	\$300	\$75	\$200	\$50
Crescent Arch <i>1,761 Sq. Ft.</i>	Coming Soon	Coming Soon	Coming Soon	Coming Soon	\$500	\$125	\$400	\$100	\$300	\$75
California Room <i>2,501 Sq. Ft.</i>	144	Available upon request for an additional cost	120	N/A	\$360	\$90	\$240	\$60	\$160	\$40
Granite Pass 103 <i>813 Sq. Ft.</i>	Available Upon Request	30	N/A	N/A	\$200	\$50	\$120	\$30	\$100	\$25
Elizabeth's Garden <i>725 Sq. Ft.</i>	N/A	N/A	40	N/A	N/A	N/A	\$100	\$50	N/A	N/A

**Rental Pricing Includes: Initial Setup with In-House Equipment (Tables, Chairs, Podium)**

**Rental fees are calculated from the start of your reservation through the end of the reservation time**

**Rental Pricing does not include: Removal/Augmentation of Stage, Removal of In House AV Tables. Hospitality Services will provide additional costs prior to your event.**

**Additional Setups available upon request**



## How do I request event space?

**Contact at [HospitalityService@ucmerced.edu](mailto:HospitalityService@ucmerced.edu) or (209) 228-0009 with the following info:**

- Date of Event
- Expected Attendee Number
- Entry Time
- Start Time
- End Time
- Exit Time
- COA

**Once we have your COA, you will receive an email letting you know the following**

Thank you for requesting event space with Hospitality Services! Please note, your request has been received but **not confirmed**. *To finalize the details of your request, please check your inbox for the meeting invitation.*

Below is the information we will need at the meeting.

- Day of Contact Name & Phone Number
- Official Name of Event (for digital sign)
- Meeting Topic
- Preferred Room Layout
- AV Needs
- Catering Needs
- Draft Agenda
- Senior Leadership Attendee Names

### *Lakeside Catering*

If you would like to have food and beverage at your event, *Hospitality Services will coordinate all requests for food and beverage on your behalf. Prior to engaging third-party vendors, you must first explore UC Merced's catering options.* External catering should only be considered as a last resort, such as when Lakeside Catering is unable to accommodate your requested date.

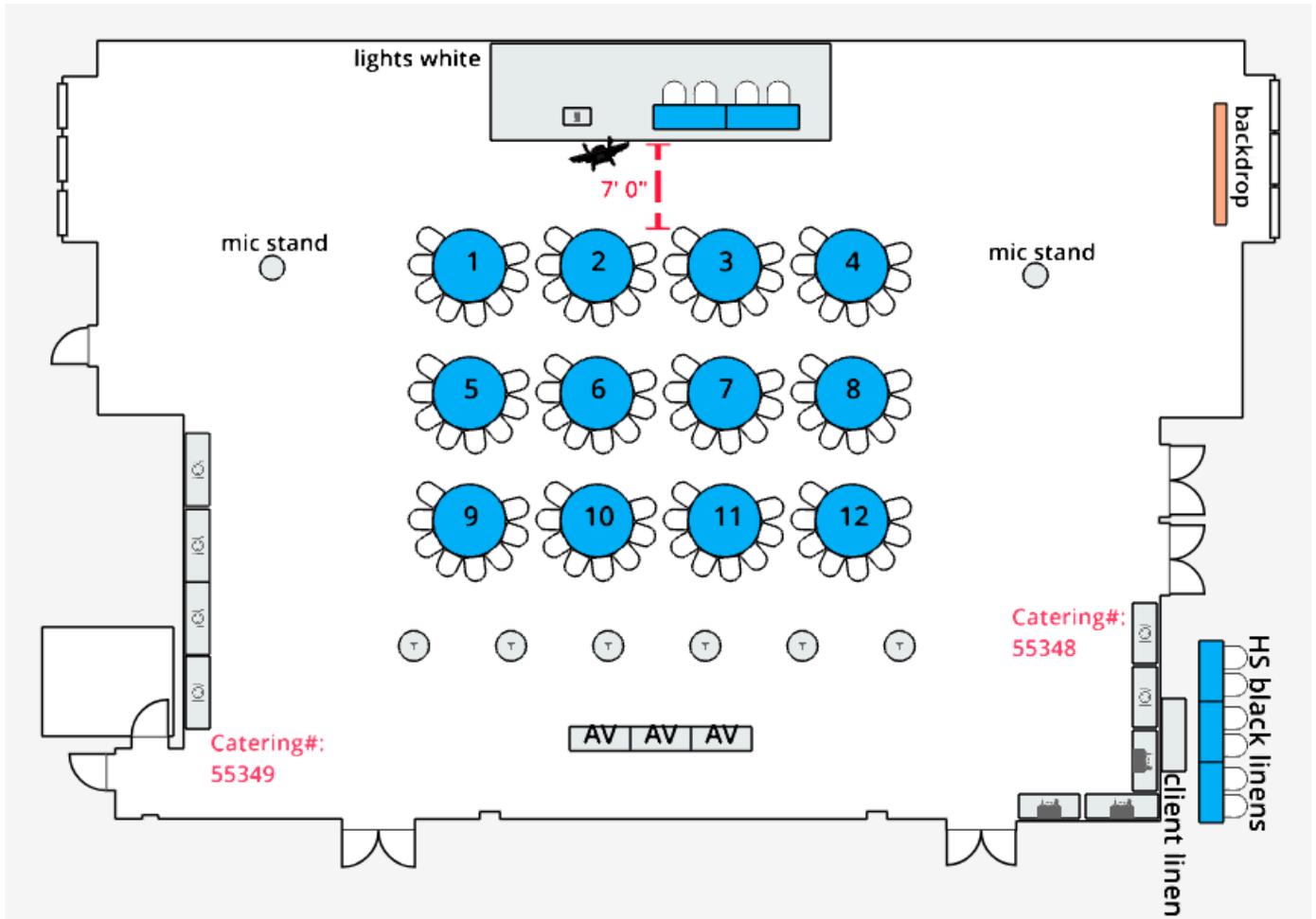
### *Transportation and Parking Services (TAPS)*

If your meeting/event requires parking and/ or event signage, please reach out to [TAPS@ucmerced.edu](mailto:TAPS@ucmerced.edu)



**HS**  
Hospitality  
Services

During the details planning meeting we will also show you drawing of your layouts.





## What are the policies for booking a venue?

### Event Details

To meet the requirements of our campus partners, event details must be submitted a minimum of 21 days prior to your event. Event details include but are not limited to the following: Advertised Name of Event, Advertised Start Time of Event, Advertised End Time of Event, Client Arrival/Setup time, Anticipated Number of guests, Preferred Setup of room (s), audio visual needs.

Hospitality Services may cancel any event where the event details are not submitted within the timeframe outlined above.

### Change Fees for Meeting/Event Spaces

Changes can be made up to ten business days before an event. Any change(s) made after this deadline will incur a change fee plus the cost of requested items. Changes to existing reservations that are requested less than ten business days prior to the event may not be possible. Some changes may require additional staff or work hours that might not be available within the requested time frame.

Types of changes that will incur a fee if requested less than ten business days before the event include, but are not limited to, substantial room-setup style changes and addition of any service and/or equipment not previously requested.

### Cancellation

All events are subject to the policies, procedures and guidelines set by Hospitality Services.

UC Merced Hospitality Services must be notified in writing at least 30 business days prior to the event start date of any meeting space cancellations to avoid meeting space cancellation charges.

Meeting spaces canceled less than 30 business days prior to arrival are subject to the following cancellation charges:

From	To	Cancellation %
Execution of Agreement/Request Summary	30 Business Days	25%
30 Business Days	15 Business Days	50 %
15 Business Days	7 Business Days	75%
7 Business Days	Event Date	100%*

**\*Additional cancellation charges may be assessed by campus service providers.**

## Special Event Catering

### Advanced Notice Requirements

We strongly encourage early booking to ensure availability. All requests are subject to review and approval based on operational capacity at the time of inquiry.

- Standard Events at least 7 business days prior to the event.
- Large or Custom Events at least 10 business days in advance.

Requests submitted within the 5-day window, if accepted, are subject to a \$25 or 25% rush fee, whichever is greater.

### Cancellation Policy

Cancellations received within five business days of the event date are subject to the following fees:

- 5 business days prior: 25% of total food and beverage cost
- 3 business days prior: 50% of total food and beverage cost
- 2 business days or less: 100% of total food and beverage cost

### Outside Food & Beverage

Outside food is not permitted at events catered by Lakeside Catering. We reserve the right to decline service if multiple food providers are involved. ***See next slide for more details***

### Custom Menu Requests

Lakeside Catering offers a wide variety of menu options; however, custom menus may be created upon request.

- A minimum of 2 weeks' notice is required.
- All custom menu requests are subject to a \$50 special menu fee.

### Dietary Restrictions

We are committed to accommodating dietary restrictions when provided with adequate notice. Please inform our team of any special dietary needs when placing your order. If you have questions, contact our office for assistance. Our staff is knowledgeable in managing dietary accommodations safely and appropriately.

### Alcohol Service

Lakeside Catering is licensed to provide alcohol service for campus events. A UC Merced alcohol permit is required and must be approved prior to service.

Important notes:

- Bar service is required for all alcohol events.
- Alcohol may only be served during the approved time frame indicated on the permit.
- All open bottles are discarded at the end of the event.
- Unopened bottles must be retrieved from The Pavilion within 48 hours post-event; otherwise, they will be discarded.
- Bar service may be cancelled at full cost if a valid alcohol permit is not provided in advance.



## Can I order catering from somewhere in town?

### Outside food is not permitted at events catered by Lakeside Catering.

- Never engage an outside vendor for any AFSCME-covered work without contacting Procurement & Contracting Services first.
- For drop-and-go food delivery, order only from the following pre-vetted local vendors:

#### January 2026

Bella Luna	Mix Bakery
Catering by Chef Melissa	Mountain Mike's Pizza
Dominos	Panera Bread
Five Ten Bistro	Pizza Guys
Fruta Loca (added 12/2025)	Port of Subs
Hola Cafecito (added 12/2025)	Rollen Donuts
Jantz Cafe & Bakery	Raleys
Little Oven Pizza	Save Mart
Mainzer	Strings Italian Cafe
Me-n-Ed's Pizzeria	Thai Cuisine II
Mix Bakery	West Coast Sourdough

**Note:** Drop-and-go food delivery is not the same as catering. If someone is preparing, serving, or staffing the food on-site - that is catering, and such services must go through UC Merced's Lakeside Catering.

### ALLOWABLE

(Drop-and-Go Only – No On-Site Prep or Service)

A local pizza shop delivers boxed pizzas for an office event.

Pre-packaged meals or snacks are delivered to campus and distributed by UC staff or volunteers.

A caterer drops off food trays and leaves without setting up or serving.

Coffee or bottled beverages purchased in bulk and set up by internal staff.

### NOT ALLOWABLE

*(On-Site Prep, Service, or Staffing)*

Hiring a boba or coffee cart to come to campus and serve drinks to guests.

Engaging a local taco truck to prepare or serve food at an event.

A vendor who stays to set up a buffet, serve food, or clean up afterward.

Paying outside servers or attendants to staff a food/beverage station.

# How do I order catering delivery?

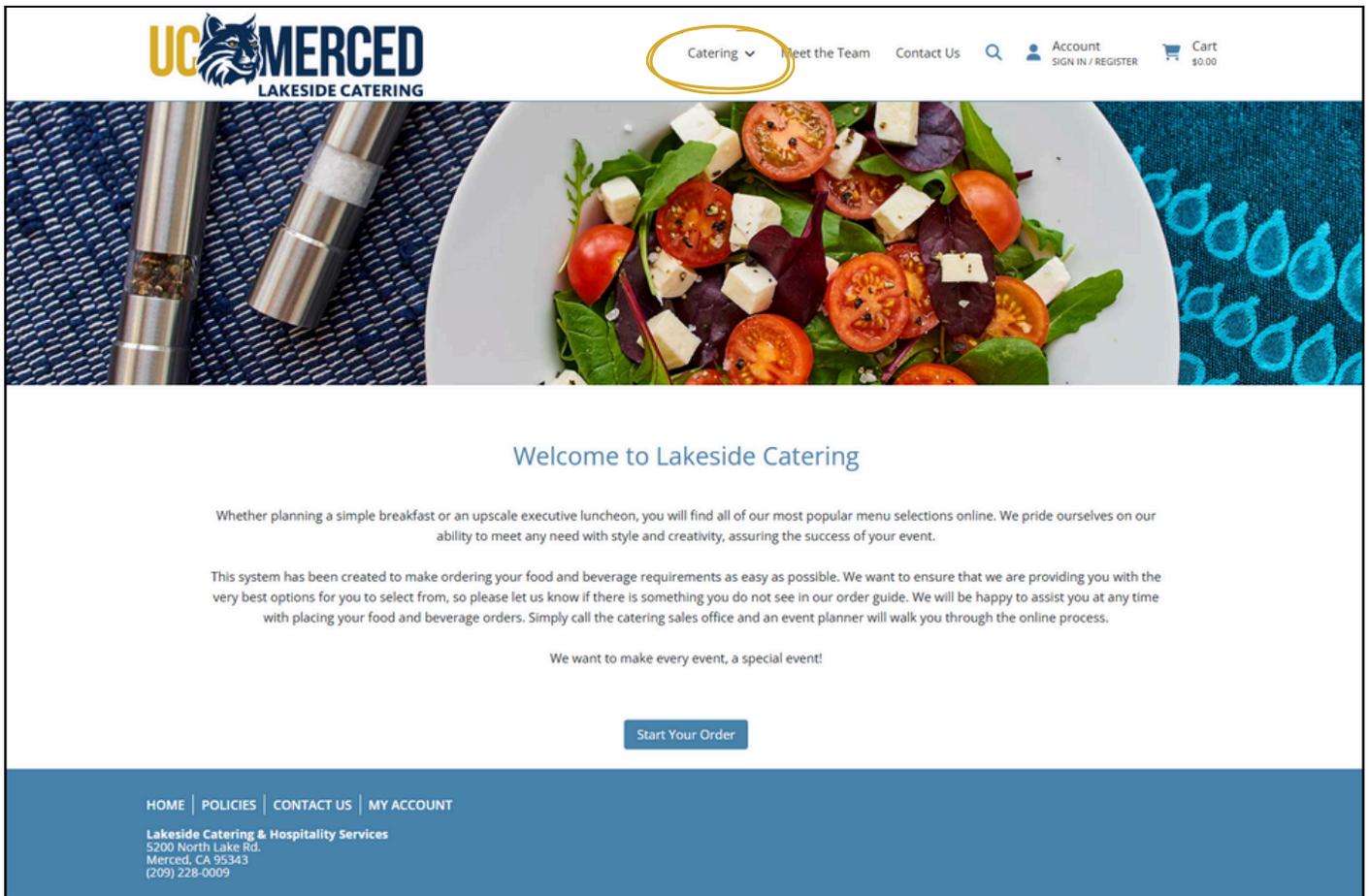
## Lakeside 2Go

Events ordered through Lakeside 2Go are the sole responsibility of the event coordinator for clean-up and removal of all catering items.

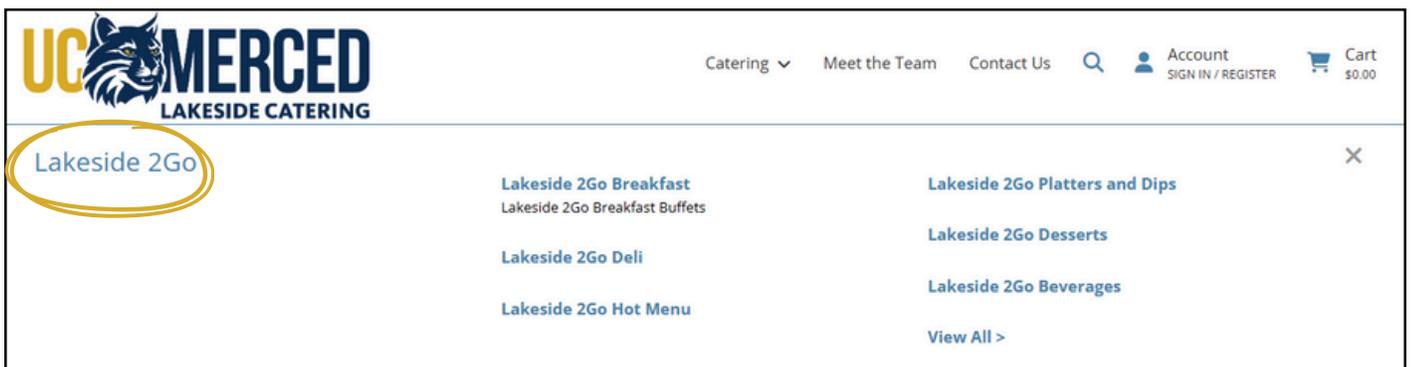
Lakeside Catering does not provide waste removal or refuse services. For refuse assistance, please contact Facilities Management to submit a service request.

Delivery fee \$15 on campus or \$25 at DCC

[ucmerced.catertrax.com](http://ucmerced.catertrax.com)



The screenshot shows the homepage of the Lakeside Catering website. At the top left is the UC Merced logo with a tiger head. To the right of the logo is a navigation menu with the following items: "Catering" (circled in yellow), "Meet the Team", "Contact Us", a search icon, "Account SIGN IN / REGISTER", and "Cart \$0.00". Below the navigation is a large image of a salad in a white bowl on a blue textured placemat. The main heading reads "Welcome to Lakeside Catering". Below this is a paragraph: "Whether planning a simple breakfast or an upscale executive luncheon, you will find all of our most popular menu selections online. We pride ourselves on our ability to meet any need with style and creativity, assuring the success of your event." This is followed by another paragraph: "This system has been created to make ordering your food and beverage requirements as easy as possible. We want to ensure that we are providing you with the very best options for you to select from, so please let us know if there is something you do not see in our order guide. We will be happy to assist you at any time with placing your food and beverage orders. Simply call the catering sales office and an event planner will walk you through the online process." Below this is a smaller line: "We want to make every event, a special event!". At the bottom center is a blue button that says "Start Your Order". The footer contains links for "HOME", "POLICIES", "CONTACT US", and "MY ACCOUNT", along with the address: "Lakeside Catering & Hospitality Services, 5200 North Lake Rd, Merced, CA 95343, (209) 228-0009".



The screenshot shows the "Catering" dropdown menu on the website. The "Lakeside 2Go" option is circled in yellow. The dropdown menu lists the following categories:

- Lakeside 2Go Breakfast  
Lakeside 2Go Breakfast Buffets
- Lakeside 2Go Deli
- Lakeside 2Go Hot Menu
- Lakeside 2Go Platters and Dips
- Lakeside 2Go Desserts
- Lakeside 2Go Beverages
- View All >

**If you see this, you need to email your catering request to us!**

Date Selection

9/2/2025

**Please email your catering request to catering@ucmerced.edu.**

Please call us at (209)228-0009 to discuss your order for this date.

September 2025 ▾

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				



**We will check with the Chefs to see if your order can be accommodated. Below is the information we will need to place the order:**

Delivery Contact:

Delivery Phone:

Building:

Room Location:

Service Choice:

Guest Count:

Delivery Date:

Delivery Time:

Event Start Time:

Event End Time:

COA:

Food/Drink Request:



## How do I reserve parking and directional signage?

Email [TAPS@ucmerced.edu](mailto:TAPS@ucmerced.edu) with the information below:

Sign Verbiage:

Date(s):

Timeframe:

# of Signs:

# of Spaces:

Preferred Parking Location:

Parking Sign Locations:

Name of Requester:

Chart of account (COA):

<b>Directional Signage</b> <b>Two Weeks Notice Required</b>	<b>Per sign</b>
Color Weatherproof	\$24.00
<b>Parking Permits</b>	<b>Per space</b>
Reserved Space (4 p.m previous business day)	\$12.00
Electronic Permit* (48-hour notice required)	\$12.00
<b>Ambassadors &amp; Drivers</b> <b>Two Weeks Notice Required</b>	<b>Per hour</b>
Student Regular Time	\$24.95
Staff Regular Time	\$44.62
Staff Overtime	\$62.85
<b>Vehicle and Cart Rentals</b> <b>First-come, first-served</b>	<b>Per day</b>
Vehicle Reservation Requests	<a href="#">Pricing</a>
Golf Cart Request (1) 6-seat and (2) 4-seat carts are available <a href="#">here</a> (One-week notice required)	\$47.45



## **Contact Information**

**Indoor & Outdoor Event & Meeting Spaces**

**Special Event & Delivery Catering**

**HospitalityService@ucmerced.edu**

**(209) 228-0009**

**<https://hospitality.ucmerced.edu/>**

**Special Event & Delivery Catering**

**TAPS@ucmerced.edu**

**(209) 228-8277**

**<https://taps.ucmerced.edu/>**

## **Questions?**