

Union Market – 2018-2019 Event Planning Package



Coffee urns - \$25 + tax per urn *(20% off for all MSU Clubs)*

Options: Light or Dark

Includes: Coffee, 1L milk, 1L cream, sugar, stir sticks, medium cups

To order: Book through email at least two business days in advance - please provide name of service, contact information, number of urns, type of coffee, desired order date, pick up time, and method of payment. Generally, we require all urns to be returned by time of close on the same day, however, please confirm upon pick up as to what time to return them by - it will vary by number of orders that day.

Tea - \$1 + tax per tea bag *(20% off for all MSU Clubs)*

Options:

Four o'Clock - (16 assorted bags per box)

Flavours include: earl grey, black tea chai, English breakfast, green tea, sweet chamomile, peppermint, white tea pomegranate

Higgins & Burke - (20 assorted bags per box)

Flavours include: chamomile, honey lemon, ginger ginseng, echinacea, apple cinnamon

Includes: Tea bags, hot water, medium cups, sugar, stir sticks

To order: Book through email at least two business days in advance - please provide name of service, contact information, number of hot water urns, type of tea, desired order date, pick up time, and method of payment. Generally, we require all urns to be returned by time of close on the same day, however, please confirm upon pick up as to what time to return them by - it will vary by number of orders that day.

Hot Chocolate - \$1.49 + tax per packet *(20% off for all MSU Clubs)*

Includes: Hot chocolate packets, hot water, medium cups

To order: Book through email at least two business days in advance - indicate that you want hot chocolate, provide name of service, contact information, number of hot water urns, desired order date, pick up time, and method of payment. Generally, we require all urns to be returned by time of close on the same day, however, please confirm upon pick up as to what time to return them by - it will vary by number of orders that day.

Hot Water - \$10 + tax per urn *(20% off for all MSU Clubs)*

If you would rather purchase your own (tea or hot chocolate), or have leftovers from a previous event - UM is more than happy to provide you with urns of hot water.

Includes: Hot water, medium cups

To order: Book through email at least two business days in advance - please provide name of service, contact information, number of hot water urns, desired order date, pick up time, and method of payment. Generally, we require all urns to be returned by time of close on the same day, however, please confirm

upon pick up as to what time to return them by - it will vary by number of orders that day.

Donuts - \$3 + tax each

Includes: Donuts, boxes (6 pack - \$0.60, or 12 pack - \$0.85)

To order: Book through email at least one week in advance - please provide name of service, contact information, number of donuts (and boxes, if desired), type of donuts (vary by week), desired order date (Thursday or Friday), pick up time, and method of payment. Donuts are delivered on Thursdays and Fridays, and are available for pick up around 9:30 a.m.

Cookies - \$0.60 + tax each (20% off for all MSU Clubs)

Options: Chocolate Chip, Double Chocolate, White Chocolate Macadamia Nut, Oatmeal Raisin

Includes: Cookies

To order: Book through email at least one week in advance - please provide name of service, contact information, number of cookies, type of cookies, desired order date, pick up time, and method of payment.

Note: Only if you are a PTM or AVP can you use a Purchase Order as a method of payment. If you plan to use a purchase order (PO) as your method of payment, please ensure that you have filled out a PO prior to ordering, and bring the pink copy to the manager as proof of payment before the pickup date. Sean, in the Accounting office, will also need to receive both the PO and invoice after your order has been confirmed.