

GENERAL INFORMATION

Pricing and Hours of Operation are available any day of the week. Prices quoted in this catering guide are for regular operating hours (Monday through Friday).

Special Diets

We are pleased to offer and arrange special diets and/or vegetarian meals upon request.

Notification

Dining Services will need at least 5 working days' notice in order to prepare for your function and to ensure the availability of items. Ten working days will be required for events of 100 guests or more.

We understand that last minute meetings, etc., do occur. Given adequate notice we can guarantee an event will have the proper attention to detail. Events that occur last minute require special handling, increased labor costs through last minute scheduling and often higher food cost. To recoup some of these costs, any catering request submitted within less than 48 hours notice will be subject to a 15% surcharge or \$25.00, whichever is higher. We apologize for any inconvenience this may cause.

Guarantees

We will need a guaranteed person count 48 hours prior to your event. We will provide service for 5% above the guarantee in case of last minute additions. You will be responsible for the full cost of the guaranteed number or actual number, whichever is greater. A budgeted figure will assist us in organizing your event.

Cancellations

We will need a minimum of three (3) working days advance notice in case of cancellations. Catering requests cancelled less than 3 working days in advance will be charged for the guaranteed number of guests. Events cancelled due to extreme weather or circumstances can be rescheduled for the next business day.

Service Periods

Unless otherwise specified, all meals and functions are planned for a maximum of 2 hours.

Additional Information

- Linen, delivery and set up charges will be determined by individual events. Due to demand, we priced most items in this catering guide for pick-up service and cost per item.
- If linens are required for your event or if you would like to rent some from us for a special event, the following price structure will apply for standard colors and styles:
 - a. \$4.65 per table cloth
 - b. \$.55 per napkin

We look forward to serving you!