

Thank you for allowing us the opportunity to serve your catered event.

Many items in this menu fluctuate in price due to seasonal influences. We have priced this menu based on in-season pricing.

We will attempt to honor the pricing whenever possible, but reserve the right to adjust pricing if market conditions change.

Please take a moment in your planning to review the Catering Guidelines. These guidelines detail our responsibilities as your caterer and your responsibilities as the host of the event. We will take every measure to provide a flawless event, and want to ensure that all details are dealt with in advance of your special occasion.

CATERING GUIDELINES

Service Time

Two hours of service is provided for your event. If the duration of your event exceeds two hours, additional labor fees will be charged.

Unused Portions

To ensure that the food for your event is bountiful, we prepare knowing that there will be food left over. For this reason and due to state health regulations, food may not be taken from the event and will not be packaged for removal from the premises. Pioneer College Caterers will not be held responsible for food items removed from the catered event.

Rentals

Your food service director will discuss the availability of, or need for rental service wares. While we attempt to have adequate supplies of service wares, there are times when we do not have enough to accommodate large groups. If there is a need for renting additional service wares, the cost of such rentals will be added to the cost of your event. This would be quoted in advance of the event so there are no misunderstandings.

Same Day Event Additions

We will make every effort to accommodate your specific requests and needs. However, please understand that changes requested the same day of your event may not be feasible. Additional charges may be required to accommodate your request.

Payment & Billing

When booking an event, we must have a departmental account number to reference on our invoice. Some campuses may require pre-approval or a purchase order prior to booking an event. For non-college sponsored events, or events without a campus departmental account number, approval may be required. For non-college events, a 50% deposit will be required 10 days prior to the event; payment in full will be required the day of the event. There will be a 4% processing fee for all credit card payments.

Additional Fees

Events served out of the dining center are subject to an additional fee. This fee covers the additional cost of labor to transport food and supplies. Should a school vehicle not be available, we will also include a charge for vehicle rental.

- Add \$0.75 per person to meal service events.
- Add \$10.00 per function to breaks and receptions.
- Add an additional \$10.00 per 100 guests above when function exceeds 100.

Prices for all meals include the use of standard linen service, cafeteria china, glassware and flatware. Receptions and coffee breaks will be served on disposable products unless otherwise requested. China and glassware are available for an additional charge. Any rental needs for an event will be provided at an additional charge.

You may also choose to upgrade the service wares by using a rental service. The director can provide further details about this.

HOST RESPONSIBILITIES

Event Space

On most campuses, we are not responsible for reserving the event space or moving tables and chairs. Please make arrangements with the appropriate department to ensure the space is set up for your event. We require the room to be set up a minimum of two hours prior to the event start time to ensure catering set up for your event is ready on time. Buffets and served meals require setup to be completed four hours prior to event. This allows us adequate time for table and buffet settings. We will need a minimum of two hours at the end of the event to clean and reset the room.

Building Access

Please ensure that facilities are unlocked to allow delivery, set up, and clean up for each event as noted above.

Trash

We do not supply trash or recycling receptacles outside of our dining facilities. If you need additional trash or recycling receptacles at your location, please make the appropriate arrangements prior to the event.