

CATERING POLICIES FOR WHATCOM COMMUNITY COLLEGE

PLANNING YOUR EVENT

1. DECIDE WHAT TYPE OF EVENT YOU WOULD LIKE.
2. RESERVE THE ROOM AS SOON AS POSSIBLE TO GUARANTEE THAT YOU'LL GET THE ROOM TO FIT THE NEED FOR YOUR EVENT. CALL 360-383-3341.
3. PLAN YOUR MENU WITH THE DOCKSIDE CATERING OFFICE, 360-650-5346 OR X3341. THIS SHOULD BE DONE NO LATER THAN 2 WEEKS IN ADVANCE OF YOUR EVENT. YOU WILL RECEIVE A WRITTEN CONFIRMATION BY MAIL OR E-MAIL.
4. FOR ADDITIONAL INFORMATION REGARDING: GUARANTEES LATE RESERVATIONS, CANCELLATIONS, ALCOHOL AT EVENTS, LEFTOVERS, ATTENDANTS, DELIVERY CHARGES, PRICING, RENTALS AND BILLING PLEASE CONTACT THE CATERING OFFICE.

GUARANTEES: TO HELP PLAN FOR YOUR EVENT, WE WILL NEED YOUR PROJECTED ATTENDANCE 5 WORKING DAYS IN ADVANCE AND YOUR GUARANTEED NUMBER MUST BE CALLED IN AT LEAST 3 WORKING DAYS BEFORE THE EVENT. IF THE GUARANTEE IS NOT RECEIVED WITHIN THIS TIME PERIOD, YOUR LAST COUNT WILL CONSTITUTE THE GUARANTEED FIGURE. YOUR FINAL BILLING WILL REFLECT 100% OF YOUR GUARANTEE OR THE ACTUAL ATTENDANCE, WHICHEVER IS GREATER. WE WILL PREPARE TO SERVE 5% OVER THE GUARANTEED COUNT.

LATE RESERVATIONS: NORMALLY, RESERVATIONS, MENUS, AND SERVICE DETAILS SHOULD BE FINALIZED SEVEN DAYS BEFORE THE DAY OF YOUR EVENT. FOR LATE RESERVATIONS, FIVE DAYS OR LESS PRIOR TO THE EVENT, APPROVAL MUST BE OBTAINED FROM THE CATERING MANAGER. THERE WILL BE A 15% LATE CHARGE FOR CATERING REQUESTS PLACED WITH LESS THAN 4 BUSINESS DAYS NOTICE. FOR LESS THAN 24 HOURS NOTICE OF AN EVENT THERE WILL A 20% LATE CHARGE.

CANCELLATIONS: THERE IS NO CHARGE FOR CANCELLATIONS MADE AT LEAST 2 BUSINESS DAYS BEFORE AN EVENT. CANCELLATIONS MADE LESS THAN 2 BUSINESS DAYS BEFORE AN EVENT, ARE SUBJECT TO A 50% SERVICE CHARGE BASED ON THE GUARANTEE. FOR CANCELLATIONS WITH 24 HOURS NOTICE THE CUSTOMER WILL BE CHARGED FOR ALL COSTS INCURRED FOR THE EVENT, NOT TO EXCEED THE TOTAL AMOUNT OF THE EVENT.

ALCOHOL AT EVENTS: WE DO NOT HAVE A LIQUOR LICENSE, AND THEREFORE MAY NOT SELL ALCOHOL. YOU MAY OBTAIN A BANQUET PERMIT FOR EVENTS WHERE ALCOHOL IS PRESENT. YOU MUST PROVIDE ANY ALCOHOL YOU WOULD LIKE US TO SERVE. ANY ALCOHOL MUST BE GIVEN TO THE CATERING DEPARTMENT PRIOR TO THE EVENT FOR PROPER CHILLING AND MUST BE PICKED UP DIRECTLY AFTER THE EVENT. WE WILL NOT BE RESPONSIBLE FOR THE STORAGE OF THE ALCOHOL AFTER THE EVENT. PLEASE ADHERE TO ALL STATE LAWS AND CAMPUS POLICIES.

BARTENDERS: OCCASIONS THAT REQUIRE A BARTENDER WILL BE CHARGED AT THE RATE OF \$18.00 PER HOUR.

LEFTOVERS: WE TRY TO PLAN YOUR EVENT SO THAT THERE WILL BE LITTLE OR NO FOOD LEFT. PLEASE REMEMBER, HOWEVER, THAT BECAUSE OF STATE HEALTH LAWS, LEFTOVERS MAY NOT BE TAKEN AFTER A CATERED EVENT.

ATTENDANTS: SERVICES AND CUSTOMERS THAT REQUIRE ATTENDANTS WILL BE CHARGED AT THE RATE OF \$15.00 PER HOUR INCLUDING TRAVEL TIME TO AND FROM THE EVENT AS WELL AS SERVICE TIME.

DELIVERY CHARGES: PRICES QUOTED IN THIS BROCHURE ARE FOR SERVICES IN ALL OF THE FACILITIES LOCATED ON CAMPUS AT WHATCOM COMMUNITY COLLEGE. COFFEE SERVICE, RECEPTION AND BOX LUNCHESES DELIVERED TO OFF-CAMPUS LOCATIONS WILL BE CHARGED \$15.00 FOR A DELIVERY FEE PER EVENT WITHIN A 5-MILE RADIUS OF WHATCOM COMMUNITY COLLEGE. ALL BREAKFAST, LUNCHESES, AND DINNERS UP TO 40 GUEST AND SERVED OUTSIDE OF THE REGULAR FOOD SERVICE FACILITY AT SYRE CENTER WILL BE CHARGED A DELIVERY FEE OF \$1.00 PER PERSON. EVENT WITH MORE THAN 40 GUESTS WILL BE CHARGED A DELIVERY FEE OF \$1.00 PER PERSON FOR THE FIRST 40 GUESTS AND \$.50 PER PERSON FOR ADDITIONAL GUESTS.

DELIVERY TO REMOTE LOCATIONS: CATERING MANAGER WILL DETERMINE CHARGES FOR SPECIAL DELIVERIES TO OFF-CAMPUS SITES BASED ON COMPLEXITY OF EVENT, DISTANCE FROM CAMPUS AND TRAVEL TIME.

PRICING: PRICES QUOTED ARE FOR EVENTS HELD DURING THE TIME CLASSES ARE IN SESSION FROM SEPTEMBER 1 THROUGH JUNE 30. PERIODS SUCH AS HOLIDAYS, QUARTERLY BREAKS AND WEEKENDS WILL BE CHARGED BASED ON ADDITIONAL COST INCURRED. THERE IS A MINIMUM ORDER FOR ALL CATERED SERVICES OF \$36.00. ALL BOX LUNCHESES, LIGHT LUNCHEONS, BUFFETS AND SERVED MEALS REQUIRE A MINIMUM NUMBER OF 25 PEOPLE. PRICES LISTED IN THE CATERING BROCHURE ARE FOR GROUPS OF 25 PEOPLE OR MORE. FOR EVENTS LESS THAN 25 PEOPLE, PLEASE USE THE FOLLOWING GUIDE:

- 20 TO 24 ATTENDEES – 5% INCREASE IN PER PERSON PRICE
- 15 TO 19 ATTENDEES – 15% INCREASE IN PER PERSON PRICE
- 10 TO 14 ATTENDEES – 25% INCREASE IN PER PERSON PRICE
- 1 TO 9 ATTENDEES – 50% INCREASE IN PER PERSON PRICE

BILLING: INVOICES PAID BY PO WILL BE DIRECTLY SENT TO THE BUSINESS OFFICE FOR PAYMENT. OTHERWISE, INVOICE WILL BE SENT TO ON-CAMPUS DEPARTMENT OR PERSON FOR PAYMENT. ALL OFF-CAMPUS CUSTOMERS WILL NEED TO PAY A DEPOSIT OF 1/2 OF THE COST OF THE EVENT A WEEK IN ADVANCE OF THE EVENT AND THE BALANCE THE DAY OF THE EVENT. LARGER EVENTS WILL REQUIRE AN ADVANCE DEPOSIT AND FINAL PAYMENT AT THE EVENT.

CONFIRMATION: AFTER PLACING YOUR ORDER, YOU WILL RECEIVE A COPY OF A EVENT SHEET. PLEASE CHECK THIS COPY FOR ERRORS. THIS COPY IS YOUR CONFIRMATION THAT YOUR ORDER HAS BEEN PLACED, IF YOU DO NOT RECEIVE CONFIRMATION, PLEASE CONTACT US.

CONTACT INFORMATION: PLEASE CONTACT THE GENERAL MANGER BY E-MAIL; JVAZ@WHATCOM.CTC.EDU OR BY PHONE AT 360-383-3342 OR X 3341.