



## **CATERING POLICY – Kingsbury and Burlington Buildings**

### **Catering for 60 or more associates**

- Must be held in the Kingsbury building (all catering is prepared in Kingsbury and transport is not available for large events)
- Requires a minimum of 6 weeks' notice
- May include both hot and cold self-serve items and/or servers
- May require additional outside assistance (i.e., servers, kitchen prep staff)

### **Catering for 25 or more associates**

- Can be held in Kingsbury or Burlington buildings
- Requires a minimum of 2 weeks' notice
- May include both hot and cold self-serve items

### **Catering for less than 25 associates**

- Can be held in Kingsbury or Burlington buildings
- Requires a minimum of 1-week notice
- Pre-packaged food only

### **Please Note:**

- Menus are available on Catertrax on the portal and orders should be placed through Catertrax unless a special menu is needed. The link is available on the portal for each building:
  - Company & Culture>Locations>Corporate/DC Locations>Kingsbury Catering
  - Company & Culture>Locations>Corporate/DC Locations>Burlington Catering
- One week's notice is required for any modifications to the catering event (i.e., adjusting headcount, removing, or adding items, moving location of event, timing, etc.)
- Two weeks' notice is required to cancel an event. Notice must be given and acknowledged by chef manager via email to chef manager with [cafeway@burlington.com](mailto:cafeway@burlington.com) copied.
  - Chef Manager - [michael.thomas@compass-usa.com](mailto:michael.thomas@compass-usa.com)
  - General Manager - [steven.markowitz@compass-usa.com](mailto:steven.markowitz@compass-usa.com)

Questions? Email [cafeway@burlington.com](mailto:cafeway@burlington.com)