



# CATERING POLICY

**How It Works.** Catering orders will include all necessary plates, utensils, napkins and condiments in quantities consistent with your order. We also supply all food and beverage equipment needed to ensure food is served properly. Tables and linen service can be rented for your event at an additional charge. Our catering attendants will deliver and set up your order at your requested location.

**Last Minute Orders.** We ask for at least a 48-hour notice for catering orders but understand that last minute needs do arise. Please contact your catering representative for last minute needs and we will make every effort to accommodate them.

**Don't see what you are looking for?** Contact our Catering or Café Manager and we will develop a customized menu that fits your meetings specific needs.

**Additional Service.** If you are hosting an important all-day event or a large scale meeting that requires more attention than just a set-up and delivery, we can arrange a catering attendant to tend to any immediate needs that arise. Speak to our Catering or Café Manager to schedule an attendant to make sure your event is a success!

**Special Events.** Are you looking to host a seated dinner or cocktail reception? We can plan and execute your event. Arrange a meeting with our Catering or Café Manager to go over your ideas.

**Virtual Meeting Solutions.** We offer gift boxes and the option for interactive, virtual chef demonstrations. Gift boxes can be mailed to the homes of your associates and clients. Contact [OneCall@BofA.com](mailto:OneCall@BofA.com) to make your next virtual meeting unforgettable!

**Cancellations.** Catering orders are made specifically for your event, therefore cancellations must be made 24 business hours in advance. When this is not possible, please let us know if we can deliver your order to another location; otherwise, cancellation fees may apply.