



CATERING POLICIES

Management Authorization

When you submit a food service request in this CaterTrax website, it is assumed that management authorization has been obtained. The manager to charge is advised when a request is submitted/updated.

The Requester and Billing information has been obtained from your last request. Please verify this information before submitting your request.

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. China and linen service can be requested for your event at an additional charge. Our catering attendants will deliver, set-up and pick up your order at your requested location.

Last Minute Orders

We ask for a 24-hour notice for catering orders but understand that last minute needs do arise. Please contact the catering office for your last-minute needs and we will make every effort to accommodate them.

Don't see what you are looking for?

Contact our Catering Manager and we will develop a customized menu that fits your needs. All custom menus are priced according to seasonality and products requested. Catering events are subject to a 20% service fee for dedicated labor, rentals, and after-hour events.

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, delivery and pick up, we can arrange for you to have a catering attendant to tend to any immediate needs that arise. Speak to our catering 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. Set up a meeting with our Catering Manager to go over your ideas!

Events with alcohol

Prior management approval must be obtained. The approval is contingent on a number of factors, including the audience, the menu and the duration. Alcohol is only approved under exceptional circumstances. The hosting manager must remain on the premises throughout the event. The hosting manager must ensure that all alcohol is provided by Eurest Dining, that no other alcohol is brought onto the site, and that no alcohol is removed from the site. The hosting manager should remain during the entire event and monitor alcohol consumption. If necessary, transportation should be provided for any employee who is unable to drive.

Cancellations

Catering orders are made specifically for your meeting; therefore, cancellations must be made 24 hours in advance. When this is not possible, please let us know if we can deliver your order to another location.

Service Fee

Catering events requiring dedicated wait staff are subject to a charge of \$35 per hour during normal business hours and \$50 per hour for after-hours events. The number of wait staff required will be determined by the size of the event.