



*Compass Group,
Catering Policies and Guidelines*

Catering Policies:

Everything will be packaged in interim unless willing to pay for attendant @ \$50 per attendant per hour until EHS lifts restriction around covid.

Meal guarantee for events over 50-100 is due no later than 48hrs prior to the event.

Meal guarantees for events under 50 are due no later than 36hrs prior to the event.

Off site caterings will be billed an additional 20% for groups over 100. Please note rental fees and extra labor charges will apply based off request and number of guests.

Groups over 100 is due no later than 14 business day

For special menus or chef tables please contact Amanda.jones2@compass-usa.com (208-860-4669) for assistance.

Customers:

All customers are required to pay via credit card. Credit card payments will be run the day after the event. Customers may place their own catering orders and pay with their credit card directly by visiting this site <https://micron-boise.catertrax.com/> please save credit card info in your on line wallet for future caterings. Please contact Amanda Jones if assistance is needed Amanda.jones2@compass-usa.com (208-860-4669) for assistance.

Micron discounts:

May not be utilized to pay for catering services. Credit card payments are required for all caterings NO Personal checks, cost centers or cash will be accepted.

Same day request fee:

Request for catering made after 12n the previous day will incur a \$25.00 additional fee

Off-site delivery minimum:

To deliver off campus; There is a minimum \$100.00 in catering services required. Additional charges may apply.

Cancellations:

Charges will apply if cancellation of the food orders are not provided 2 business days prior (for meals of less than 50) 3 business days prior (meals for greater than 50) and 1 full business day (prior) for refreshments. Payment will be based off of any special items brought in or already prepared.