CATERING POLICIES

HOW IT WORKS
Catering orders include all necessary plates, utensils, napkins and condiments in quantities consistent with your order. We supply all food and beverage equipment needed to ensure food is served properly. China and linen service can be rented for your event at an additional charge. Our catering attendants will deliver, set-up and clean up your order at your requested location. Catering equipment and platters must be returned to the café or left for pick up by café staff. If any equipment is lost or damaged, fees will incur.

DON'T SEE WHAT YOU ARE LOOKING FOR?
Contact our Catering Manager, together with our Chefs we will develop a customized menu that fits your needs.

LAST MINUTE ORDERS
We ask for a minimum 48-hour notice for all catering orders to allow time for ordering and prep purposes, but we understand that last minute needs do arise. Please contact the café for your last-minute needs and we will make every effort to accommodate your request. Last minute 10% fee may apply.

ADDITIONAL SERVICE
If you are hosting an important all-day event, after hours event or a larger 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! Added fees may apply.
If you should need tables for your event, please contact the Sentry Facilities Team.

CANCELLATIONS
Catering orders are made specifically for your meeting, therefore cancellations must be made 24 hours in advance. Cancellation fees may apply.

PRICING AND AVAILABILITY
Item availability and pricing are subject to change.

ORDERING & INVOICING
Ordering is done simply by emailing the café and catering managers who will work with you to set up all details for your meeting or event. Invoices are sent next day unless otherwise specified. Please send a corporate check to the address specified on the invoice within 30 days of completed event.