

POLICIES FOR EUREST CATERING AT SPIRIT

Hours of operation

- Catering services are offered anytime between 6am-4pm Monday-Friday.
- Evening and weekend catering services requires a three day minimum notice.

Service charges

- It is preferable that all food orders are received three days prior to your event.
- If food orders are placed later than three days before your event please call the Catering Department at 526-3587 to ensure all products are available.
- All ASAP orders placed the day of or after 3:00 p.m. for the next day will be assessed an extra \$20.00 service charge and subject to product on hand. Please call 526-3587 for any additional changes/add ons.
- All orders must be cancelled twenty four hours prior to the event by calling 526-3587 or you may be charged full menu price.
- All items delivered with the food will be picked up as soon as possible after the function.
- Please indicate what time we may pick up your catering order.
- Missing serving items will incur a replacement charge if not returned within twenty four hours.
- Servers are available at a rate of \$20.00 per hour per server. We recommend one server for every 20 plated meals.
- All listed prices are subject to the appropriate Kansas sales tax for the county in which they are delivered.

Linens, Tableware, and Utensils

- Disposable dinnerware is used on all events unless specified otherwise.
- China, flatware and glassware service is available at a charge of \$2.50 per guest.
- Table linen rental is \$2.00 each and table skirting is \$2.00 per skirt.

Special Requests (specialty cakes, bbq menus, fried chicken, fresh fish & steaks)

- All special food requests need a three day lead time to ensure that all product is available and on site.

- Groups of fifty or more require a three day lead time to ensure product availability.
- Please specify on your CaterTrax order form of any special dietary needs or call the Catering Department at 526-3587..

The following information is needed with all orders

- Event form number (Visits/Meetings/Catering Orders Form) (Required)
- Name of guest placing order
- Approving manager name
- Name of contact where order is to be delivered
- Contact phone number
- Delivery location(building number, floor, post location, room number)
- Beginning and end time of event
- Delivery time
- Date of event
- Credit card
- Equipment pick up time (after event is over) (Note in Special Instructions if specific time is requested)

Delivery

- For all delivery orders totaling \$200.00 or less a \$10.00 delivery fee will be charged.
- For all delivery orders over \$200.00 a 5% delivery charge will be applied not to exceed \$25.00.
- All off-site deliveries will be charged \$25.00.
- All prices and menus are subject to change depending on product availability. Our menu is a guide of suggestions, if there is something specific you had in mind please call us and we will be glad to help design a menu for you! Catering Office: 526-3587