## **Information**

## Deliveries are available from 7:00 am - 5:00 pm

We request 48 hour notice on all catered events. As always, we will make every effort to accommodate your last minute needs.

Additional charges apply for earlier or later deliveries

Disposable plates, cutlery, napkins & condiments accompany all services. China available at additional charge.

Orders cancelled with less than 24 hours notice will be charged in full (This includes any contracted external labor or rentals)

Minimum Order for Delivery is \$25.00

All orders are subject to 7% State Sales Tax

Please note that certain menu items require a 24-hour notice

If the location of your event changes, a \$25.00 Change Room Fee will apply once the order is in delivery

Please notify the Catering Department if any equipment has been moved. A fee for missing equipment may apply.

## **Room Reservations**

It is the responsibility of the client to reserve the room(s) for their event. Please have the room reserved prior to contacting the catering office. To help us better serve your catering needs, please have the furniture arranged and the room(s) available no less than 1 hour prior to the event.