

## Wellmark Blue Cross Blue Shield Catering Policy

Eurest Dining Services is pleased to present an extensive catering menu developed especially for Wellmark BCBS. These are only a few of the possible menu offerings that can be provided by our catering team. Our experienced staff would be pleased to provide additional menu selections tailored to your personal needs and tastes. When placing orders, a 48-hour notice is required, but often we can still provide catering on short notice if you contact us directly:

Office Phone: 515-376-4345

Chef Jeremy Cell: 319-431-4299

E-mail: [jeremy.benda@compass-usa.com](mailto:jeremy.benda@compass-usa.com)

**Timing** When filling out the "Catering On-Line Form" please note that "Event Time" is the time the food needs to be in place and ready for your guests (usually 15 minutes prior to your guests' arrival or break). The catering staff plans to arrive approximately 15 minutes prior to the "Event Time."

**Cancellation Policy** If an order is canceled in less than 48 hours (72 hours for large groups), a fee may be applied.

**Payment** All catering events may be billed to your cost center at the completion of your event, or you may pay with credit card. Payment method should be clearly stated on the "On-line Catering Form" at the time the order is placed.

**Catering Attendants or Culinary Staff** Some events may require extra or after-hour staff. We can provide a catering attendant or culinary staff at a charge of \$24 per hour each. Additional hours of service should be discussed when booking your event.

**China** All necessary disposable paper products for a successful event are included with food and beverage orders. A fee will be applied if these products are purchased alone.

**Linens** All necessary linens for a successful event are included with food and beverage orders. Other linens of different size, color, and fabrics are available to rent. A fee will be applied if linens are rented alone.

**Food Leftovers** Leftover food will be discarded after any event. We do not recommend serving leftovers after the event as we cannot anticipate how long leftover food has been held at safe temperatures, nor are we qualified to evaluate the condition of leftover food. Under no circumstances can leftover food be given to guests. The client will assume full responsibility for any liability as a result from consuming leftover food after any event.