

## **GENERAL POLICY INFORMATION**

### **CATERING SERVICES**

Eurest is the exclusive caterer for the MilliporeSigma and we are dedicated to making your event an outstanding success by providing exemplary service and exquisite cuisine. The following pages are only suggested menus. Our catering director, Jay Heine, is available to create endless appetizing options to meet any budget or special request.

All breakfast, lunches, dinners and receptions will be planned for a set period of time, while breaks may be continuous for a set period of time.

The menu prices include delivery service, table linens, disposable plates, silverware, napkins and cups.

There will be additional charges for special events in which you require special glassware, china, linens, menus, decorations, and silverware, outside the normal. Please communicate your special needs to the program scheduler or Eurest.

Menu revisions should be communicated through the catertrax site and should be communicated prior to 2 days before the event as the customer counts will be locked in at 48 hours. Eurest will be as flexible as possible to accommodate those last minute emergency changes that sometimes occur.

A 10.02% city tax will be added to all event orders.

Our motto is, "a great customer experience starts with us".  
Thank you for allowing us to create that experience.