

## Eurest Dining – Catering Services & Policies at Keysight Technologies

### Introduction

Eurest Dining Catering is designed to create a lasting impression for Keysight Technologies client visits, employee celebrations and meetings. Our staff uses the freshest ingredients; each and every event is created with pride starting with our menu planning through the service of our event.

### Ordering

To help ease your event planning, we have three convenient ways in which you may order catering.

You may request services by:

Calling Crystal Summey: 707-236-2898

Email: [crystal.summey@compass-usa.com](mailto:crystal.summey@compass-usa.com)

Or online at <https://keysight.catertrax.com>

Once an order is placed and we have had time to review our previously scheduled events, you will receive a confirmation.

In order to adequately serve you, a 72 hour notice is recommended. We realize there are times when meeting arise at the last minute, so we will do our best to accommodate your needs at that time. Please place all late orders by telephone.

### Additional Services

To help make your event memorable, the following are a few of the services we provide:

- Personal chef and service staff
- Menu planning
- Balloon bouquets
- Tent, table, chair, linen, china rental and floral arrangements
- Theme events
- Music
- Party favors
- Setup requests with on-site facilities

## Policies

Our catering hours are from 7:00am to 4:00pm Monday through Friday.

A service fee of \$75.00 will be added to events needing cleanup after catering hours.

All catering orders include on-site delivery, setup, and cleanup. Labor fees for staff attended events will be charged market rate. Please contact the catering office for current pricing.

Please allow us a 72-hour notice or more on your orders. Please call 707-236-2898 for help with your last minute orders.

Reductions in orders cannot be accepted within 12 hours of the event. Cancellations within 24 hours will be charged 50% of the total cost.

All custom orders cancelled within one week of the event date will be charged at 50% of the total cost. Custom orders cancelled within 48 hours of the event will be charged at 100%.

Alcohol Disclaimer: We do not sell or serve Alcohol. We can contract a Bar Service for you or you may bring your own.

Please have a signed Special Alcohol Authorization Form which is available on the Keysight Website.