

# ***PLANNING YOUR EVENT***

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## **WELCOME!**

*Thank you for considering Channel Islands Dining Services to cater your upcoming event. To help us provide you with the highest quality food and services please refer to the following guidelines and procedures. With proper planning, your event will not only fit your budget, but will also "WOW" your guests.*

## **CHOOSING FACILITIES**

*Our Catering Department provides service to a variety of locations on Channel Islands campus. In fact, if you can reserve it, we can cater it. Facility reservations need to be made (10) working days prior to the event. To reserve a facility, please contact the University. Arrangements for tables and chairs please contact Operations or our Catering Department for any guidance you may need. Pick up and off campus orders may be arranged by contacting the Catering Department directly.*

## **PLACING YOUR ORDER**

*To ensure your function flows smoothly, we need time to carefully plan your event. We recommend that you place all catering orders at least two weeks in advance. For large events, especially those on popular dates such as graduation weekend, even more advance planning is advisable. Our minimum notice is (7) working days prior to the event. Last minute events booked with less than 24 hours notice days notice will be subject to a 20% service charge. To place a catering orders please call our Catering Department at (805) 437-8917.*

## **SELECTING YOUR MENU**

*Our Catering Guide represents our most popular offerings, however, our Catering staff will be happy to personally assist you in planning a special menu to suit your group's specific needs and budget. Whether your needing innovative cuisine, or simply good food, it is our pride and pleasure to serve your needs with quality.*

## **GUARANTEES AND MINIMUMS**

*In arranging for your function, the attendance numbers must be specified (24) hours prior to the event. This number will be considered a guarantee, not subject to reduction and charges will be made accordingly. We will make every effort to accommodate. Orders under \$25.00 (not including delivery) are subject to an additional charge and are subject to a delivery fee of \$10.00 per delivery on campus. Orders of less than \$50.00 will not be accepted for an off campus events.*

## **CHANGES AND CANCELLATIONS**

*Any necessary changes or cancellations must be made at least two full working days prior to the event. If you cancel your event less than twenty-four hours in advance, you will be charged 50% of the guaranteed count and rate. Events cancelled within (6) hours of the events start time will be subject to a 100% charge based on the guaranteed count.*

### **AFTER HOUR SERVICES**

*Event service time is based on a (2) hour service window beginning upon the guaranteed start time. Additional fee of \$22.50 per hour per Sodexo staff member will be assessed unless. Events scheduled prior 6:30am or to run past 7:30pm, or that are booked on Federal or University Holidays or Sat. and Sun. Will be subject to \$22.50 an hour labor charge. Based on required staffing.*

### **BILLING INFORMATION**

*For Non-University events a down payment of 50% is required at least 7 working days prior to the event with the balance due upon service. Off campus groups are required to submit a check made to Sodexo Services. University groups are required to submit a department requisition 24 hours prior to the start of the event. Sales tax will be added to all orders and prices are subject to change.*