



GENERAL INFORMATION

ORDERING AND CANCELING POLICY

	<u>To ORDER</u>	<u>To CANCEL</u>
Beverage Service/Small Catering	2 Business Days	24 Hours
Breakfast Items, Luncheon Items, Etc.	3 Business Days	24 Hours
Served Luncheons, Dinners, Reception,		
Special Events For Less Than 50 People	5 Business Days	48 Hours
Banquets and Functions for 50 People		
Or More / Specialty Menus	10 Business Days	72 Hours

Please Note: Changes to Orders Require a Minimum of 24 Hours Notice

A \$25.00 Minimum Order Required For Delivery Service on Business Days.

A \$50 Minimum Order Required For Delivery Service on weekends & holidays.

We understand that last minute orders occur and as such, we will do our best to accommodate any last minute requests that you have. Please note, however, that this may affect the availability of certain items and you will be charged a late fee.

Menus for larger events and specialty menus must be decided on a minimum of 10 business days prior to the event along with an estimate of attendees. A guaranteed attendance figure is required 3 business days prior to the event.

Please note that for billing purposes, actual charges will be based upon the guaranteed number of guests confirmed or per plate usage at the event, whichever is greater.

If a speaker follows your event, please allow 15 minutes between the end of the meal and the start of the program so that the staff can take care of table maintenance.

**Please be advised that prices & menu items are for on-campus functions.
Off-Campus functions menus & prices must be negotiated.**

CHINA AND LINEN

Unless Otherwise Specified, All Menu Items Include Disposable Service Wares.

Full China Service Is Available at an Additional Cost of **\$2.75 per Person**

Linen Tablecloths Are Available at a Cost of **\$4.50 per Table Cloth**

Colored Linen Napkins Are Available at a Cost of **\$2.95 per Napkin (\$1.95 for White)**

GLASSWARE

Glass Wine Glasses Are Not Included With Any Of The Catering Menus.

Glass Wine Glasses Are Available at an Additional Cost of **\$0.50 per Glass**

5% GST Will Be Added To All Prices

**Please Note That Extra Charges May Be Applied To Deliveries Made Outside
Normal Operating Hours.**