



Morehouse College Catering
830 Westview Dr.
Atlanta, GA 30314
August 14, 2008

Dear: Dean Darden

Timetable

All orders should be placed two (2) weeks in advance to ensure availability and allow for sufficient time for proper service. We are here as a service and we appreciate your business. Dates are booked quickly and we may be challenged to provide service for last minute request. Services are provided on a first-come first-served basis. Every effort will be made to facilitate your event.

Late booking (less than three (3) business days advance notice) will incur a \$25.00 charge or a 5% late fee, whichever is greater.

Minimum Order

The minimum order for delivered catering services is:

- 1.) \$25.00 before 6:00pm Monday-Friday.
- 2.) \$50.00 after 6:00pm Monday-Friday, Saturday or Sunday.

Orders that are below minimum may be picked up at the Dining Services office to avoid charges.

Attendance Guarantee

Your event should be booked as soon as your event date is confirmed; services are booked with an attendance estimate. Guaranteed guest count must be faxed or emailed to the Catering Office three (3) business days prior to your event, (fax) 404-222-2589 or catering@morehouse.edu. If no guaranteed attendance is provided, your estimate serves as your guarantee. At the conclusion of your event, you will be billed for the guaranteed number, or the actual number of guests, whichever is greater.

Event Order Changes and Cancellations

All changes or cancellations referring to the menu, guest count or event arrangement must be confirmed in writing four (4) business days prior to the event. Any cancellations made with less than four (4) business days notice will incur charges for any food or labor committed to the event. An order cancelled on the day of the event will be billed for the function as originally booked.

Attendants Fees

If your event requires an attendant to stay and replenish, and or serve your event, a service charge of \$25.00 per hour per attendant will be required.

Event Delivery and Pick Up

The Catering Office does not have keys to the rooms on campus or access to tables, chairs, and trash receptacles. It is the responsibility of the client to ensure that facilities are unlocked and ready for delivery, set-up, or pick-up prior to the arrival of the catering office staff. Drop-off service requires access ninety minutes prior to the event. Served functions require access three hours prior to the event. Pick-ups will be made within one hour of the designated pick-up time. The Catering Office cannot be responsible for the timelines of events scheduled in buildings or rooms that are inaccessible. Charges may be assessed for return trips due to inaccessible facilities.

Service Upgrades

Morehouse College Catering Office provides high quality plastic ware as the standard. If you would like china service there is an additional fee of \$2.50 per quest for meal service and \$2.00 per quest for breaks and receptions.

Linens are provided for food tables of all services. Linen for guest tables are included in the per guest charge for served meals. Additional standard white linens will be provided at a charge of \$2.00 per cloth. Other linen colors, depending on availability, may be placed as special orders. Any additional cost for these colors will be charged accordingly. Specialty lines are also available for your food and quest tables for an additional cost, set up an appointment to view the linens.

All requests for service upgrades must be faxed or emailed to the Catering Office four (4) business days prior to your event, (fax) 404-222-2589 or catering@morehouse.edu. We will try to accommodate appropriately your request. However we can not guarantee availability of service upgrades if your request is submitted to the catering office without proper appropriate notice.

Payment

All catered functions must have secured payment before services are rendered. A Purchase order must be submitted four (4) business days prior to service with 100% of the agreed upon amount. Visa, MasterCard, AMEX, and Discover cards are all valid payment methods. Payment information received less than 4 business days may result in canceled services.

Cancellation

Submit all requests for event cancellation to the Catering Office four (4) business days prior to the event. Any cancellation made with less than *four (4) business days* notice will incur charges for any food or labor committed to the event.

Sustainable and Organic Menus

Our culinary staff is happy to produce a sustainable and /or organic menu for your event. We can create fresh and healthy meals using local products that are free of pesticides, hormones and antibiotics. Some items may be limited based on availability.

Contract

Morehouse catering requires all contracts to be signed and returned to the catering office no later than three business days prior to service. An unsigned contract may result in canceled services.

Thank you for the opportunity to be of service.

Sodexo Signature

Date

Sodexo Print Name

Customer Signature

Date

Customer Print Name