

Catering Contract Provisions

Please read the following procedures carefully so we can successfully respond to your catering needs.

BOOKINGS

We request four weeks prior notice for booking events along with an estimated number of attendees. A final guarantee is required **96** hours (four business days) prior to the event. Events scheduled on legal holidays, University recognized holidays and/or University Administrative breaks will require additional charges.
(Please note: Our services may not be available at these times.)

LATE BOOKINGS

Events requested less than 4 business days prior to the event, will be done **if** resources allow. These events are subject to a 15% "rush charge" or a minimum of \$20.00 and menu selections may be limited.

GUARANTEES

All Invoices are based on the guarantee number. If the number in attendance is less than the guaranteed number, the guarantee number will be used for billing purposes. If the number in attendance is greater than the guaranteed number, the additional number of guest will be used for billing, and may include additional per person fees.

A final guarantee of attendance must be provided (4) business days prior to your event. The advanced time is required to ensure that an adequate number of attendants and sufficient quantities of food are available for your guests. In the absence of a final guarantee the original number of guest planned becomes the guarantee.

PAYMENT

Non University organizations are required to pay 50% of the invoice when booking the event and the remainder 72 hours (three business days) prior to the event date. Failure to pay will result in cancellation of your event. All events are subject to sales tax. Tax exempt organizations must provide a copy of the tax exemption certificate at the time of booking. We except Visa and MasterCard. Late Payment will induce further Fees.

REQUISITIONS & SUPPORTING DOCUMENTATION

The **USA Business Office** requires that we have the following documents:

- 1) Food Service Requisition Form (FSR) completed with (2) signatures and full account number.
- 2) Signed Catering Contract.
- 3) Supporting Backup Documentation. (examples: Agenda, Program, Attendee List, Invitation, Flyer, email announcing the event, ect...)

These must be completed and given to USA Catering 48 hour (2 working days) **before your event can be done**. We are not allowed to do your catering without this form and information.

For your convenience, a Food Service Requisition form is included on page 20 of this publication and on our website at www.usadiningservices.com

CANCELLATION

Notification of cancellation must be made by calling the catering office during normal business hours, (4) four business days prior to the event. A 50% charge **may apply** if cancellations are made within 48 hours of the function and/or the customer will be responsible of any costs incurred.

Please remember that it is your responsibility to arrange for a rain site for outdoor events.

CATERING MINIMUMS

Beverage Breaks	\$75.00 minimum or a \$20.00 additional service charge will apply
Receptions	\$150.00 minimum or a \$30.00 additional service charge will apply
Buffet or Served meals	\$250.00 minimum or a \$40.00 additional service charge will apply

ATTENDANT FEES

If your event requires an attendant to stay and replenish and/or serve your event, a service charge of \$18.00 per hour per server with a (2) hour minimum per hour per server, charge will apply. Thirty minutes prior to the start of the event, (1) hour of service and thirty minutes after the event ends. All beverage breaks, deli style lunches, buffet meals and receptions are unattended functions.

ROOM RESERVATIONS

Catering Services only reserves the Terrace and Multipurpose Room located in the University Student Center.

We only provide tables and chairs for the Terrace and Multipurpose Room. Other room

Reservations or tables requested should go through the respective building coordinator. We do not provide trash cans for the use of your guest, you must arrange this by the building supervisor for which your event is located.

If tables are requested, a rental fee and set up charges will apply. (if round tables are requested, USA Catering can provide this service at \$10.00 per round table.)

For non-university organizations room rental fees apply to the Multipurpose Room and Terrace

Multipurpose Room: \$250.00 Terrace: \$75.00

For university organizations, the above rental fees do not apply if catering minimums are met. Catering minimums are as follows:

Multipurpose Room: \$500.00 Terrace: \$250.00

If Catering minimums are not met, a clean-up/reset fee will apply:

Multi Purpose Room: \$125.00 Terrace: \$25.00

The University Student Center is responsible for booking rooms in the Student Center and providing 6ft tables, layouts, set up of tables, chairs, audio and visual equipment, and all other non food related needs.

TABLE LINENS & SET-UPS

USA catering can supply your event with all the necessary linen, tablecloth, napkins, overlays & skirting for your event.

Specialty linens can be acquired upon request. In house white table linens are provided for buffet table only.

Table skirting can be provided for \$20.00 per skirt. Linens are not provided for Beverage Breaks, Receptions or Served Meals

These prices pertain only to in-house linens.

Table Linen - \$6.00 per cloth Skirting - \$20.00 per skirt Napkins - .60 cents per napkin Overlays - \$5.00 per overlay

The building coordinator for the location you reserve is responsible for arranging setup of tables, chairs and audiovisual equipment.

USA Catering will do the furniture set-ups for the Terrace, Multi Purpose Room and Mitchell Center only. The following set-up fees apply,

\$20.00 per service person per hour. If standard setup for the Terrace and Multi Purpose room can be used then the set-up fees may be

Waived by the Food Service Director only.

AFTER HOURS CHARGES

After hours charges apply to any event after 7pm and all day Saturday/Sunday and Holidays. After hours charges are 20% of the total bill or a minimum of \$50.00.

DELIVERY CHARGES

Total invoice under \$250.00 = \$20.00

Total invoice over \$250.00 = 10% of total invoice

You may pickup your order at the Student Center during normal business hours to avoid delivery charges. (**This applies only to disposable service ware events**)

SERVICEWARE CHARGES

All catered functions, coffee breaks, buffets and receptions include our high quality disposable serviceware. There is an additional charge of \$2.00 per person for china and glassware service. If supplies are not sufficient for an event and rental is required, then the customer will be responsible for those charges. All seated serviced events are on china.

OUTSIDE FOOD OR DRINK

USA Catering takes pride in our superior food safety record. In accordance with the State of Alabama and Mobile County Health Department Regulation #420-3-22-06, no food or beverage may be brought into or taken out of any catered event.

Any food or beverage remaining at the end of the event remains the property of USA Catering Services. This is in accordance to Mobile County Health Regulations.

RENTAL ITEMS

USA Catering can be of assistance in many areas of service to enhance your event, including Floral Arrangements, Ballons, Ice Carvings, Entertainment and Decorations. We offer a wide variety of Specialty Linens, Tables, Chairs and Party Tents.

University of South Alabama
FOOD SERVICE REQUISITION (FSR)

This form is required for all events. Please print, complete, & fax to (251) 461-1662.

TODAY'S

DATE: _____

INVOICE # (TO BE ASSIGNED BY ARAMARK) _____

PERSON REQUESTING: _____ PHONE # _____ FAX # _____

ORGANIZATION OR DEPARTMENT REQUESTING THE SERVICE: _____

UNIVERSITY ACCOUNT # (required) _____

LOCATION OF EVENT _____ TIME CATERING EVENT _____

NAME (S) OF PERSON (S) OR GROUP (S) ATTENDING:

OFFICIAL UNIVERSITY REPRESENTATIVE (S): _____

BUSINESS PURPOSE:

SERVICE REQUESTED:

TOTAL COST: _____

DATE OF SERVICE: _____

Note: All FSR's are required to have 2 signatures. A completed FSR must be turned into the catering office along with signed contract and back up documentation no later than 4 working days prior to your event.

APPROVED: _____
Department Head

APPROVED: _____
Dean (where applicable)

APPROVED: _____
Vice President (where applicable)

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