

General Information and Conditions

University of Southern Maine Catering

University of Southern Maine Catering provides food and beverage services on the USM campus. The following menu guide offers our most popular items. We encourage you to contact one of our managers for any special arrangements or items you may not find in the guide. It is our goal to exceed your expectations and we are always available to create a menu tailored to your specific needs.

Ordering

To place an order contact our catering office between 8 am - 4:30 pm Monday through Friday at 780-4204 or 780-5612. Whenever possible all catering orders should be placed five (5) business days prior to your event. While we make every effort to accommodate last minute orders, we can not guarantee your first choice selections can be fulfilled. We recommend when planning events for larger groups that you contact our catering office at least four (4) weeks in advance. Our team of catering professionals are on hand to create customized menus to meet the individual needs for your group as well as suggest an array of appropriate accompaniments.

Minimums are clearly listed for all menu items throughout this guide. Any event not meeting the stated menu minimum will be charged an additional 10% of the total food and beverage amount. Additionally, any event hosted by a client other than USM will be charged an additional 10% of the total food and beverage amount.

Guarantees

Your final guest count and signed menu contract are needed three (3) business days prior to your event. Your final invoice will be based on your final guest count provided or the number of guests in attendance at the event, which-ever is greater.

We understand that last minute cancellations are unavoidable. We will work with you to minimize your charges, but you will be responsible for any costs that are incurred by the catering department up to the time of cancellation.

Delivery Guidelines

Orders are delivered 30 minutes prior to the start of your event unless otherwise noted. Complimentary delivery service is provided for all orders meeting our \$100 food and beverage minimum. Orders not meeting this minimum will be charged a \$20 delivery fee or can be picked up at the Woodbury Campus Center, Café LA or the Brooks Student Center.

Service

Prices for all hot buffet meals and plated meals are inclusive of wait staff for a two hour service period and an appropriate set-up and breakdown. Wait staff for events other than what is listed and with events that have extensive set-up and breakdown requirements are billed at \$20 per hour per wait staff member including set-up and breakdown.

General Guidelines for staffing are as follows:

Full Open Bar	1 Bartender per 75 guests
Breaks, Buffets and Traveling Feasts	1 Wait staff per 25 guests
Butler Passed Hors d 'Oeuvres	1 Wait staff per 50 guests
Plated Meal	1 Wait Staff per 20 guests

Service Ware

Prices per person include your choice of China or White compostable plates, cups and black plastic flatware. For China, this is inclusive of house linen, glassware, flatware and china for up to 500 guests. For events exceeding 500 guests, additional rental charges will apply.

China service events incorporate standard house table linen for guest and food tables. If your event requires additional linens for reception tables and meeting tables standard house linen can be provided in white for \$3.50 each. A wide selection of colored napkins are also available to enhance your event. Royal Blue skirting for display or registration tables is available for \$5.00 per table skirt.

Exceptional Enhancements

Specialty Linen

A large variety of sizes and patterns of specialty linen are available to make your event extra special. Samples of linen are available upon request and are priced according to your needs.

China Patterns

While we offer our own house china for up to 500, we are pleased to offer a wide variety of china, flatware and glassware patterns that we would be happy to coordinate renting for your event. Samples are available upon request and are priced according to your needs.

Floral and Plant Arrangements

Whether planning an intimate setting where floral centerpieces are needed or elaborately themed events, USM catering is here to assist you with the details. Our top-notch local purveyors can deliver anything from flowers in bud vases to a roomful of palm trees.

Miscellaneous

For the safety and well-being of our clients and guests, food and beverages are not permitted to leave the premises of a catered event. In the rare case there is remaining food, all efforts are made by the catering department to donate the food to a local reputable charity.