

Hampden-Sydney College Catering
Settle Hall
Dining Services Office
(434) 223-6251

Policies, Procedures and General Information

Quality Assurance

To assure the best environment for your guests, please take into account some of these special details. When planning your meal and event, remember that when your program/event begins, the servers will leave the dining area to avoid noise and distractions that may disturb your guests.

Menu Option

To assure the availability of your desired menu, we request that you submit your selections two weeks in advance for banquets and receptions, and three days in advance for coffee breaks. Please have available the date, time, location and estimated number of guests. Any menu can be customized to suit your needs, all you have to do is ask.

Guarantees

A guaranteed number of attendees must be received five business days prior to the event. If a final guarantee is not received, we will consider the original estimates as the guarantee. You will be billed based on this number or the final number in attendance, whichever is greater. For health and liability reasons, the removal of any unused food or beverage from the event by the client an/or guest is strictly prohibited.

Billing

A 50% deposit based on the guarantee cost will be required for any non-College group. This is due five days prior to the event. The final guarantee is also due at this time. All functions are subject to sales and local tax of 5%.

Cancellations

All cancellations must be made three business days prior to the event. Events cancelled with less than the required notice will be assessed charges based on the costs incurred.

Room Reservations

All room reservations must be made through Hampden-Sydney College, please call Norma Kernodle at (434) 223-6114. Reservations should be made as early as possible. When scheduling services or reserving a room, H-SC Catering will need the following information:

- * Date and time of the event
- * Location of the event
- * Name of the organization department financially responsible
- * Estimated number of guests
- * Type of service required
- * Billing information (invoice number or college account number)

Catering

Once you have reserved a room, you should arrange for catering by call the Hampden-Sydney College Catering department at (434) 223-6251. Catering will need the reservations for food and service to be made at least two weeks in advance. A tentative guest count is required at that time. Please note that all catering prices are subject to a 4.5% Virginia State tax where applicable.

Additional Options

For an additional charge, you can pick from the following items:

Linens/Overlay	\$2.60/each
Table Skirts	\$5.00/each

Table decorations, floral arrangements and gift baskets can be provided at an additional charge. Please contact the Catering for recommendations and pricing.