

Table of Contents

General Information and Conditions

<i>Breakfast Buffets</i>	<i>1</i>
<i>Customized Breakfast Buffets</i>	<i>2</i>
<i>Served Lunch Selections.</i>	<i>3</i>
<i>Keeping it Casual (pizza & sack lunches).</i>	<i>4</i>
<i>Picnics & Quick Bars</i>	<i>5</i>
<i>Cold Buffets</i>	<i>6</i>
<i>Theme Buffets</i>	<i>7</i>
<i>Sweets & Treats</i>	<i>8</i>
<i>Hors d'Oeuvres</i>	<i>9</i>
<i>Served Dinners - Beef</i>	<i>10</i>
<i>Served Dinners - Chicken, Pasta & Seafood</i>	<i>11</i>
<i>Served Dinners - Pork & Accompaniments</i>	<i>12</i>
<i>Single Entree Buffets</i>	<i>13</i>
<i>Double Entree Buffets</i>	<i>14</i>
<i>Sweets & Snacks</i>	<i>15</i>
<i>Breaks</i>	<i>16</i>
<i>Beverages</i>	<i>17</i>

General Information and Conditions

The success of your function is important to us! In order to offer you a professional and personalized event, we ask that you review the policies outlined below. If we have left any questions unanswered, please feel free to contact our Scheduling Department.

Quality, Convenience and Service: Whether your event is large or small, casual or formal, Southwest Minnesota State University (SMSU) Catering will provide the finest service and food available. SMSU Catering, a department of Campus Dining Services, delivers the excellence you expect from the Southwest Minnesota State University. Our years of experience at SMSU grant us the unique ability to understand your needs, and make us the logical choice for on-campus events. Also, when you are booking your event through the Scheduling Office, our invoicing process is quick, easy and efficient. In short, no other caterer can match the total ease with which SMSU Catering performs events at the Southwest Minnesota State University. Our trained staff is qualified to assist you in every detail of your event. In addition to food, we can offer linens and decorations to add a special touch to your event. Collaborating with you, we will customize the event to meet your specific needs. If you have any unique requests, simply let us know and we will gladly accommodate you and your guests. The menus in the following guide serve as suggestions. Should you wish to include an item not listed, please contact Campus Dining at 507-532-2268 for more information.

Event and Room Reservations: Room reservations can be made Monday-Friday (8:00 am to 4:30 pm) by calling 507-537-7110 or visiting the Scheduling Office located in SC 224. Before meeting with the Scheduling Office, please have as many details for your event available as possible including preferred event date and location, number of guests, type of event, room configuration, audio/visual needs and any specialty needs you may have. Please keep in mind that **all food and beverages served on campus must be provided by SMSU Campus Dining Services.**

Food and Beverage: Arrangements for food and beverage service can be made by calling the Scheduling Office at 507-537-7110 or by visiting the Scheduling Office located in SC 224. Please have your University account number or other billing information available when you book your event.

Special Menu Requests: SMSU Catering is a full-service caterer. Should you require a customized menu, let us know. Our catering staff and chef will work with you to handle the arrangements. Please allow a minimum of two weeks to insure the availability of your special requests. All special requests will be charged accordingly.

Dietary Considerations: Adjustments to menus can be made to accommodate special dietary needs. Please let us know if this will be necessary when you are booking your event. We are committed to accommodating food restrictions and choices ensuring all guest have an enjoyable experience.

Guarantee: An estimated guest count is required seven (7) business days prior to the date services are scheduled. A final guaranteed count must be provided to the Scheduling Office at least two (2) business days prior to the event. We will prepare food for 5% more than the guaranteed count. You will be billed for the guaranteed number or the actual guest count, whichever is higher. As we take pride in pre-planning every detail of your event, adding guests to your event after your guaranteed count may result in an additional charge. A well planned event is a successful event.

Delivery and Pick-Up: There will be a \$10.00 charge for deliveries outside of the SMSU Student Center for each order under \$25.00. Small groups may avoid delivery charges on simple refreshment orders by picking up and returning their order to the Campus Dining Office in the Student Center. Off-campus delivery charges will vary based on the distance traveled.

General Information

Payment: On-campus groups must obtain a purchase order from the Business Office before scheduling your event. Please indicate the account number to be charged with your order. Invoices will be issued each Friday, and are payable upon receipt. Sales tax (6.5%) will be added to each invoice unless we are provided with a copy of the tax exemption certificate prior to the event. Non-university sponsored events require a 50% deposit or credit card one month prior to the event to guarantee services. The balance is due at the time services are rendered. Please remit payment to:

ARAMARK Campus Dining Services
SMSU Student Center
1501 State Street
Marshall, MN 56258

Pricing: All prices in the pricing guide serve as a guideline. You must contact the Scheduling Office for proper pricing as pricing is subject to change depending on raw food cost. The pricing guide includes pricing information for both china and glassware as well as paper ware for all meals. Refreshment services and breaks will be accompanied by paper ware. China service will be provided at an additional charge.

Late Order Availability: In order to ensure the quality of your event, the Scheduling Office must have sufficient time in order to schedule your event and inform Campus Dining of your order as well as to procure food and service personnel. Sufficient notification is defined as at least seven (7) business days for meals and at least 2 business days for refreshment setups. Events booked without sufficient notification will be subject to limited menu and service availability.

Cancellations: In the event that services need to be cancelled the Campus Dining Office will charge for food and labor costs already incurred at the time of the cancellation.

Perishable Food Policy: In adherence with local Health Department regulations, it is our strict policy that there will be no credit given or carry out of perishable food not consumed at your event.

Serviceware: At no time should serviceware be removed from the original location of the event without permission of the Campus Dining. Items removed must be returned to Campus Dining within three business day or a \$15 charge will be assessed. Event holders who fail to return serviceware for extended periods of time may be liable for full replacement cost of these items. Catering will pick up serviceware from a secondary location for a charge of \$15.

Linen and China Rental: Depending on your event, linen or paper tablecloths will be provided for all tables in the Student Center that will be used for food service and buffet/served meal seating. Paper tablecloths will be provided for events outside the Student Center. Should you need linen tablecloths for non-food related tables within these buildings, or for delivered or refreshment services, can be provided at an additional charge.

Tablecloths	Linen: \$4.00/each	Paper: \$1.75/each
Skirting	\$10.00/each	
Napkins	Linen: \$0.30/each	

Specialty Decorations: SMSU Catering takes pride in making sure all of its events are professional. We will happily provide decorations for food service tables. Any additional decorations or special requests such as themes, requested linen, fresh flowers, ice carvings, etc. will be charged accordingly.