

## CATERING POLICY\*

### Catering in the Center

The Center for Meeting and Learning features a full service, professional catering department. No other food or beverage may be provided by the customer or brought into the facility and no food or beverage may leave the facility following an event.

### Off-Premise Catering

The Center for Meeting and Learning provides catered food outside of the Center. All menu items besides plated meals are available for off-premise catering. There is a \$50 minimum for all delivered catering orders. Catering orders delivered off the main campus will be charged a sliding delivery fee dependent on the scope of the event and the delivery location.

### Service Charge

All food and beverage sales are subject to an 18% Service Charge.

### Minimum Guarantee Timeline

For the Catering Office to best serve you, we require that you place your minimum guarantee with your Event Coordinator at least five business days in advance of your event. At this time, you may not decrease your minimum guarantee. However, up until 72 hours before your scheduled event you may increase your guest count. Increases made less than 72 hours prior to your event may result in menu substitutions.

### Special Requests

If you have any special catering needs, custom menu requests or dietary concerns, please feel free to contact the Catering Department at (541) 463-3521 or (541) 463-3500.

**\*For complete Center policies and guidelines, ask for a Conference and Culinary Services Agreement.**