

Snow College Catering Agreement

Please read and initial agreement to the terms stated for catering services to be performed by Snow College Catering. Client agrees to the following terms and conditions:

_____ Deposit/Payment

Catered events must be approved and rooms reserved through the building room reservation agent before food orders will be taken. Snow College related events require an account number even if planning on paying with a P-Card. The account number will be considered the deposit for campus sponsored events, and the event will not be “booked” without an account number. Payment with a P-card is required at the time of the event. After 5 days the payment with late fees will be assigned to the account number on record. For non Snow College events, Snow College Catering must receive a copy of the Catering Agreement with a credit card deposit of 50% of the invoice amount within 7 days prior to the scheduled event. Balance is due the day of the event. All final payments should be made in the form of cash, check or credit card.

_____ Delivery Fee

A delivery fee will be assessed for off premise caterings that only require food delivery. No set-up, clean-up, tableware, drink ware, equipment or table linens will be provided. A fee of thirty five (\$35) dollars will be assessed for the Ephraim City Limits. Higher fees will apply for outside the Ephraim area. This service consists of disposable trays and pans.

_____ Service Fee and Taxes

A service fee of 18% will be applied for all events that require service besides food drop off where no services are required. This fee will only be applied to non Snow College sanctioned events. All food and beverage is subject to sales tax and not stated in the pricing.

_____ On Premise Catering Room Rental Charge

Events including a meal provided by Snow College Catering will be exempt from a room rental fee. Appetizers and other light refreshments may still require a room rental fee. It will be the client’s responsibility to reserve rooms through the appropriate office for on campus caterings. It will be that department’s responsibility for room set up and tear down. A list of room booking contacts can be provided.

_____ Off Campus Room Setups and Tear Down

It will be the client’s responsibility to set up all tables including buffet tables and chairs and the removal of such. The catering department will cover tables if linens were requested through the catering department, set tables with flatware if requested, set up buffet tables with linens, and all necessary items for the buffet. The Snow Catering will not provide center pieces unless requested at an additional charge. Catering department will remove all items and linens at the end of the event.

_____ Food and Beverage Policies

Patrons or attendees shall bring neither food nor beverage from outside sources on to the Snow College Campus. All food and beverage served on Snow College campus must be purchased through Snow College food services and served by Snow College catering department servers. No alcoholic beverages shall be served or brought onto Snow College’s campus. The catering department will not serve or handle any alcohol for off campus events. Snow College Catering makes every attempt to identify ingredients that may cause allergic reactions. Customers concerned with food allergies need to be aware of the risk and Snow College Catering will not assume any liability for adverse reactions to food consumed or removed from the premises.

_____ Service Standards

In order to provide you and your guests with the highest levels of food quality and taste, the service times for all events will be limited to two hours. This policy ensures that the food and beverage

service that you receive at your event will encompass a fresh appearance and heightened taste expectation. Wait staffing for an event is based on one wait staff person for every 20 guests. All food and beverage service for both on premise and off premise caterings have required minimum guests. In the event that your group does not meet this minimum requirement, additional costs will be assessed. Any additional staffing, equipment rental or special linen request will be ordered at Client's expense.

ON CAMPUS – All on campus catering buffets will be offered with china service, high quality plastic service, or Styrofoam. China and plastic service will require additional charges. Linens are provided only for buffet tables unless otherwise requested. Student related events will be on paper service and linens for the buffet tables.

OFF CAMPUS – All off campus caterings will be done on quality paper or plastic products. Catering department will provide linens for the buffet tables. The client may request at an additional charge china service and linens. Linens and china service are subject to availability, please contact the catering manager.

_____ Food and Beverage Guarantee

Final guarantee must be confirmed by phone (435) 283-7271 or e-mail (snowcatering@snow.edu) by 12:00 PM at least 72 hours prior to the scheduled event. If the actual number in attendance is greater than the amount guaranteed, the catering department cannot guarantee that adequate amount of food will be available for all persons attending. The client will be charged the full amount of the final guarantee. If guests exceed the food and beverage guarantee (72 hours prior to the scheduled event), the client will be charged an additional 25% of the total person price for each additional person.

_____ Last Minute Orders

Any orders placed within 3 business days of the event start time will receive an additional late fee of 25% of the total event cost. Charges are due in full at the time of reservation. Snow College Catering Department reserves the right to refuse service if business levels are over extended to where we cannot provide required level of service. Menu selection may be limited.

_____ Cancellations

Client agrees Snow College catering may retain the deposit for cancellations with less than 3 business days notice.

_____ Decorating and Restrictions – On Premise

No candles or open flames besides canned fuel will be permitted. The use of streamers, silly string, rice, confetti or glitter is not allowed. Please discuss with Your Event Coordinator all arrangements related to decorating.

I have read the terms and conditions above. I also acknowledge that Snow College Catering may cancel my order at any time for any reason if I do not comply with the terms and conditions. I agree to pay for services received and acknowledge and agree to adhere to the terms and conditions.

Client Name: _____
Please Print

Client Signature: _____ Date: _____

Catering Manager Signature: _____ Date: _____