

Eastern Arizona Catering Agreement

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

_____ Service Fee and Taxes

Applicable sales tax will be applied to all non EAC sanctioned events. Sales tax and other service charges will apply and be explained to you by the Catering Coordinator. All final payments will be made in the form of cash, check, or credit card

_____ Delivery Fee for Drop-Off Caterings

A delivery fee of \$25 dollars will be required for all off-campus deliveries and events.

_____ Off Campus Set-up 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 and set tables with flatware if requested. Catering department will set up buffet table with linen and all necessary items for the buffet. When the event is over the catering department will remove all items and linens but the client will be accountable for other clean up.

_____ Food and Beverage Policies

Patrons or attendees shall bring neither food nor beverage from outside sources onto EAC campus. All food and beverages served on EAC campus must be purchased through EAC food services and served by EAC Catering department servers. **No Alcoholic beverages shall be served or brought on to EAC's campus. The Catering department will not serve or handle any alcohol for off campus events.**

_____ Food and Beverage Guarantee

Final food and beverage guarantee must be confirmed by phone (928) 428-8329 or email at monstercatering@eac.edu or jordan.baleanu@eac.edu at least 3 days prior to scheduled event. If the actual number in attendance is greater than the amount anticipated, the catering department cannot guarantee that an adequate amount of food will be available for all persons attending. If we can accommodate extra persons, the client will be charged an additional per person cost for each guest.

_____ Food Allergies and Specific Food Needs

EAC will not assume any liability for adverse reactions to food consumed on or removed from the premises. It will be the client's responsibility to notify EAC catering about any food allergies or specific food needs at least 3 business days before the scheduled event. Any notifications less than 3 business days ahead will be subject to availability. EAC kitchen is not 100% gluten free and therefore cannot guarantee an absence of gluten but gluten-free options are available upon request.

_____ Service Standards

In order to provide you and your guests with the highest levels of food quality and with safety in mind, the service times for all perishable food displays will be limited to 2 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. The full amount of time for your event will be determined by you when reserving and paying for your room.

_____ Food Removal Policy

EAC will not assume liability for adverse reactions to food consumed on or removed from the premises. Items purchased for pick-up should be stored properly prior to event, removed timely, and disposed of by the host of the event following proper food safety guidelines.

_____ Cancellations

All cancellations must be made BEFORE any food is ordered for an event. Client agrees EAC Catering will require payment for ANY food ordered or prepared for a cancelled event.

_____ Decorating Restrictions on Campus

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 Event Coordinator all arrangements related to decorating.

I have read the terms and conditions above. I also acknowledge that EAC 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: _____

Client

Signature: _____ *Date:* _____

Coordinator

Signature: _____ *Date:* _____