

Catering Policies

Reserving a Room on Campus:

All on Campus Catered events must be approved and rooms reserved through Marci Macdonald.

Office Hours: (Monday-Friday) 8:00am – 5:00pm

Telephone: (928) 428-8354

E-mail: marci.macdonald@eac.edu

***Venue/Facility rental and food agreement must be billed and paid separately.**

Contacting the Catering Office:

You should contact the catering office at least seven days prior to your event. We will either make arrangements with you by telephone, or by appointment. For more complex events, we will set up an in-person appointment with the catering coordinator, Jordan Baleanu.

Office Hours: (Monday-Friday) 8:00am – 5:00pm

Telephone: (928) 428-8329

E-mail: monstercatering@eac.edu

Delivery Fee:

We are happy to accommodate any off-campus caterings within a 20-mile radius for a delivery fee of \$25.00. Deliveries and off campus caterings beyond the 20 miles will need to be approved and additional fees will apply.

Off Campus Catering:

It is the client's responsibility to set up their event; including decorations, buffet tables, guest tables, and chairs. If requested, EAC Catering will cover all tables with linens, set up place settings and provide center pieces, rental fees apply. 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 and the client will be responsible for other clean up and tear down of their event.

Boxed Lunches / Sports Team Meals:

Boxed Lunches are a convenient way to feed your group on or off campus. Orders must be made at least 3 days before they will be picked up. Orders placed less than 3 days before will be subject to availability. Team meals must be picked up during operating hours, for example, if the team is leaving at 6am on

Saturday, food must be picked up on Friday night. Meals picked up the night before need to be properly stored. EAC will not assume liability for any adverse reactions to food consumed off campus or removed from the premises.

Food and Beverage Guarantee:

Final guarantee must be confirmed by phone (928) 428-8329 or Email: monstercatering@eac.edu at least 72 hours prior to scheduled event. If the actual number in attendance is greater than the amount discussed, the catering department cannot guarantee that an adequate amount of food will be available for the additional persons attending. If guests exceed the food and beverage guarantee (confirmed 72 hours prior to the scheduled event) the client will be charged the per person cost per each additional guest. EAC Catering will not charge less than the confirmed amount even if many of your guests cancel. 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 Allergies and Specific Food Needs:

EAC catering makes every attempt to identify ingredients that may cause allergic reactions. Customers concerned with food allergies need to be aware of the potential risk, EAC will not assume liability for adverse reactions to food consumed or removed from the premises. It will be the responsibility of the client to notify the EAC Catering department of any food allergies or special dietary needs for the event. Client must notify EAC catering at least 3 days business days before the scheduled event. Any notifications less than 3 days before event are subject to availability. Examples of special dietary needs are vegetarian or vegan guests.

Food Removal Policy:

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

Last Minute Orders:

Any orders placed within 3 business days of the event start time may be subject to limited availability of certain menu items and staff. Catering department reserves the right to refuse service if business levels are over extended to where we cannot provide the required level of service.

Cancelations:

All cancelations 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:

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.