



Monster Catering Services Agreement

Please read and initial your agreement to the terms outlined for catering services provided by Eastern Arizona College Monster Catering. The client agrees to the following terms and conditions:

Paying for Your Event

The Catering Manager will provide an invoice once the food and beverage guarantee is finalized. Efforts will be made to secure payment by the day of your event. If payment has not been secured, your invoice will be sent to our Business Administration Office, which will reach out for payment as soon as possible. All final payments must be made in cash, check, or credit card.

Service Fee and Taxes

Applicable sales tax will be applied to all non-EAC sanctioned events. Sales tax and any other service charges will be explained by the Catering Coordinator.

A 10% service fee is a standard charge applied to catering events to cover labor, administrative expenses, equipment use, and event setup/cleanup.

Labor charges are billed at \$18 per hour, per staff member. This rate applies to all catering personnel, including setup crew, servers, kitchen staff, and cleanup team.

Off-Campus Catering Fee

A fee of \$25 will be applied to any off campus catering or delivery. We are pleased to accommodate off-campus catering within a 20-mile radius. Deliveries beyond 20 miles will require approval and may incur additional fees.

Off-Campus Set-Up and Tear Down

The client is responsible for setting up the event, including decorations, buffet tables, guest tables, and chairs. If requested, EAC Catering can cover tables with linens (rental fees apply), set up place settings, and provide EAC centerpieces. The catering department will set up the buffet table with linens and all necessary items. After the event, the catering department will remove all items and linens, while the client is responsible for other cleanup and teardown.

Food and Beverage Policies

Patrons or attendees may not bring food or beverages from outside onto the EAC campus. All food and beverages served on campus must be purchased through EAC food services. Exceptions may be made at the Catering Manager's discretion. No alcoholic beverages are permitted on campus, and the Catering Department will not serve or handle alcohol for off-campus events.

Food and Beverage Guarantee

EAC Catering will provide 10% more food than the final guarantee to account for potential over-portioning by guests. However, once the purchased food runs out, we are not liable for additional servings.

Final food and beverage amounts must be confirmed by phone at (928) 428-8329 or email at monstercatering@eac.edu at least three days before the event. If actual attendance exceeds the anticipated number, the catering department cannot guarantee sufficient food for all attendees. If we can accommodate extra guests, an additional per-person charge will apply.

Food Allergy Accommodations

The client is responsible for notifying EAC Catering about any food allergies or specific dietary needs at least three business days prior to the event. Notifications received less than three business days in advance will be subject to availability. Please note that the EAC kitchen is not 100% allergen-free and cannot guarantee the absence of allergens.

EAC will not assume liability for adverse reactions to food consumed on or removed from the premises.

Service Standards

To ensure the highest levels of food quality and safety, service times for all perishable food displays will be limited to two hours. This policy ensures that food remains fresh and meets taste expectations. The total duration of your event will be determined at the time of reservation and payment.

Items purchased for pick-up should be stored properly prior to the event and disposed of by the event host following food safety guidelines.

EAC will not assume liability for adverse reactions to food consumed on or removed from the premises.

Cancellations

All cancellations must be made before any food is ordered for an event. The client agrees that EAC Catering will require payment for any food ordered or prepared for a cancelled event.

I have read the terms and conditions above. I acknowledge that EAC Catering may cancel my order at any time for any reason if I do not comply with these terms. I agree to pay for services received and commit to adhering to these terms.

Client Name: _____

Client Signature: _____ **Date:** _____

Coordinator Signature: _____ **Date:** _____