

# **Catering Policies**

## **The University of North Carolina at Pembroke**

**Sodexo Campus Services 1 University Drive Pembroke, NC 28372**

**Contact Information: Phone: 910-775-4194 e mail: janet.williams@uncp.edu**

For successful events all reservations for catering services must be made 7 business days before the event. Last minute arrangements may be possible. If we are unable to service your event, we may request that you pick up your items from the kitchen.

### **Service Charges**

#### ***Staffing***

Catering services are based on a 2 hour maximum serving time. If your function last longer than 2 hours, we will charge an additional service charge of \$15.00 per hour, per server.

#### ***Linen***

Linen is provided for all food and beverage set ups. Linen is provided for guests tables during meal service. Linen is not provided for meeting room tables unless you make arrangement in advance with the catering office. There will be an additional fee of \$5.00 per tablecloth.

#### ***Bartending fees***

A bartender is required for all functions that serve alcohol. A bartender's fee of \$35.00 for the first hour and \$20.00 each additional hour, per bartender will be charged. 1 bartender is required for every 75 guests. All beverages must be removed by the client at the conclusion of the function.

### **Guarantees**

Guaranteed attendance is required for all functions. The guarantee is due 72 hours prior to the event. If the guaranteed number is not given, we will charge for the number of guest that was originally booked. We will prepare for 10% over your guaranteed head count for groups of less than 100 persons and 5% over for functions.

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### **Cancellations**

All cancellations must be made 3 full working days prior to the event to avoid being billed for the full payment. If the cancellation is made 2 full days prior to the event, one-half of the guaranteed head count will be billed. If the cancellation is made the day of the event, the full guarantee number will be billed. (In the event of a cancellation, in which the customer is billed, food to go may not be requested.)

### **Food Safety**

Due to health department guidelines, no food may be left out for longer than one and one half hours.