



ADRIAN COLLEGE

ADRIAN, MICHIGAN 49221-2575

Welcome to the Adrian College Catering department. We hope the following information will make booking your next event fast and easy. Please let us know how we may serve you.

POLICIES

All Food Service room reservations must be made through the Adrian College Conference Office (517-265-5161 ext. 4381). You will receive a written confirmation verifying your room requests.

After your room has been reserved, contact the Catering Manager 517-265-5161 ext. 4126 at least one month in advance to complete the necessary food service arrangements regarding your event. The catering brochure offers popular menu selections. Our Catering Manager would, also, be happy to tailor a menu to your specific needs. Catering food requests may now be made via e-mail or fax at 517-264-3869. The address is: catering@adrian.edu. Please note that your event is not booked until you receive a phone or e-mail confirmation.

Please confirm your guest count 48 hours prior to your event. The number received at this point will be your “guaranteed” guest count on which billing will be based. If no number is received 48 hours prior to the event, you will be billed for the original number stated. If your actual number exceeds the original number guaranteed you will be billed for the total number served.

Cancellations must be made to the Conference Office as well as Food Service, one week prior to the scheduled event to avoid the cancellation fee. Cancellations fees after this point are at the discretion of the Catering Manager.

Please note that the removal of food or beverages from the premises following an event is prohibited (Local and State health codes). Food or beverages not purchased from the Food Service may not be served on the Adrian College Campus.

Price quotes may change due to market conditions. All prices of products or services may increase, in order to meet unexpected rising costs of products and labor.

Additional labor charges may be incurred if the event runs past the contracted time. A prompt departure is as important as a prompt arrival.

Any meal, reception or coffee service scheduled before 7:30 a.m. or after 9:00 p.m. may incur an additional service charge. If the area is difficult to access, increased cost may also apply.

Alcoholic beverages are not allowed on the Adrian College campus. Smoking is prohibited in all Adrian College buildings.

A 6% state sales tax will be applied to all food and beverage charges, unless a copy of your tax exempt status is furnished to the catering department.

Direct requests for equipment (podium, microphones, piano, special lighting, risers, or audio-visual equipment) are to be made through the Conference Office (517-265-5161 ext. 4381) in advance of your event. You may need to hire a technical support employee if your function requires multimedia.

We are looking forward to booking your event!

Sincerely,

Bill Roumell
Adrian College Food Service