



Planning Your Special Event

We pride ourselves in being able to meet everyone's catering needs. The following steps will help you through the process of organizing your special function.



Arranging and Reserving a Date

Even if the date of the event is only tentative, please make arrangements with the catering department so that we can at least get you on our records. All other information such as location, number of guests, time of the function, and menu selection, need to be decided at least 10 business days before the function. You may contact the catering department at 517-265-5161 x4126 or email us at pat.dumont@sodexo.com.



Reserving a Location

Whether the event is to take place on campus or off, the location reservation needs to be confirmed before we will deliver. Tables, chairs, and other equipment will need to be arranged by you through the Catering department.





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Contact the Catering Office

At least ten days before the event, contact the catering office at 517-265-5161 x4126 or email us at pat.dumont@sodexo.com or contact us through our website at www.adrian.edu/ritchie or stop by our office located at 110 S. Madison. Some arrangements can be made by phone or email, others require an appointment with the Catering Manager. This is the time for a thorough discussion of all specifics and details. We can help you make all the necessary decisions to determine which of the services that we offer would best fit your needs. The office hours are Monday through Friday, 9:00am - 3:00pm, closed on some Holidays. After we have finalized all the details of your special event, you will receive a reservation sheet to be signed and sent back to us. All cancellations and final changes, including the customer guarantee count and payment, **MUST** take place at least 7 business days prior to your function. Charges will be incurred if you make any cancellations or changes after this time frame. If you do not contact us with a final count within the 7 business days, (for groups of 75 or more or 72 hours for smaller groups), we will prepare for the estimated number and charge accordingly.



Event Confirmation and Guarantees

A guarantee is required 7 business days, (for groups of 75 or more and 3 days for less than 75), before your catered event. This confirmation and guarantee will include the exact times, location, attendance, menu choices and room setup. If your event is cancelled, you are responsible for contacting the catering department and canceling the event. You will be liable for 75% of your food bill for any event that is not cancelled within 7 business days, and confirmed in writing by the customer. If Adrian College is closed due to inclement weather, all catering events will be automatically canceled.





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Payment

All catered functions must have a secured payment before they occur. Visa, Master Card, Cash, Check or Department Charge Account are all valid payment methods. Non-University related groups are required to make a deposit of 75% one week prior with the balance due at the conclusion of the event. Tax exempt organizations are required to submit a copy of their exemption certificate prior to their date.



Delivery Fees

There is no delivery fee for catering services held on Campus. Deliveries outside the building will be subject to a \$35.00 delivery fee, or 10%, which ever is greater, not to exceed \$150.00.



Alcohol Policy

All alcoholic beverages must be served by our personnel, and consumed in designated areas. Proof of age will be required. Our Catering department reserves the right to refuse service of alcoholic beverages to any person. All personnel have completed the TIPS Training Program for Service. An Insurance Policy is required for each event serving alcohol.



Alcohol Service/Policy

We recommend at least one bartender for every 75 -100 guests for beer and wine service. The charge for a bartender is \$15.00 per hour, (3) hour minimum.



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Attendants

To ensure that your event is a success, catering staff will be provided for all served meals and buffets during the first two hours of service. If additional time is needed, a fee of \$4.00 per attendant for a five hour minimum will be applied. We recommend that you have an attendant for all receptions and breaks for every 75 guests.



Catering Equipment

As the host of the catered event, you are responsible for the equipment we have provided for the service of your catered event. Any missing or damaged catering equipment or supplies will be charged to your account, at replacement costs. In the occurrence of a very large event, specialty equipment may need to be rented. We can provide this for you at an additional charge.



Floral Charges


We will be happy to order, receive and handle specific floral arrangements for you. For decorative requests an additional fee will be determined in accordance with your specific needs.






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Linens and Skirting



We will provide linens and skirting for food and beverage tables at no charge. If you would like linen to be placed on guests tables for receptions, breaks, meeting tables and boxed lunches there will be a \$3.00 fee for each tablecloth. Other tables may be skirted and covered at \$3.00 per tablecloth and \$5.00 per skirt. The same applies to registration tables, name tag, head tables, and any additional table that will not be directly used for setup. Skirting can be done on any table not exceeding one inch in thickness. We can also provide napkins to meet your color scheme for .50 cents each. Specialty linens are available upon request for an additional charge.


Late and Minimum Charges



A late charge of 20% will be assessed for any event booked with less than 72 hours notice. Any changes made once the event has been confirmed, under 72 hours will be charged 20% of the Total Cost.

There will be a minimum charge of \$50.00 for beverage orders and \$100.00 for food orders, not including the delivery fees. Arrangements for orders less than the minimum amount can be made if they are picked up during office hours.

Sustainable and Organic Menus



Our culinary staff is happy to produce a sustainable and/or organic menu for your event. We can create fresh and healthy meals using local products that are free of pesticides, hormones and antibiotics. Some items may be limited based on availability. Please plan on paying an additional per person.

Food Removal Policy

Due to health regulations, it is the policy of Catering department that excess food items from events cannot be removed from the event site. Items purchased for pick up should be properly stored prior to the event and removed and disposed of by the host of the event.