

CAU Catering Polices and Procedures

Reservations

Please reserve your function space prior to booking your event with Clark Atlanta University Catering. When reserving the space, please allow three hours before and two hours after for set-up and clean up.

Building access, tables, chairs, trashcans and additional equipment must be arranged by the client before the event.

Advance Notice

To guarantee that all items and services will be available for your event, please contact the Catering Department as soon as possible. Any catering order placed in less than three business days will be subject to a 10 percent of the event or a \$15.00 service charge, whichever is greater. Catering Office hours are Monday through Friday from 9:00 a.m. to 4:00 p.m. Telephone orders may be placed at (404) 880-8059 or fax your order to (404) 880-6299. We will send you a confirmation contract. This contract must be signed and returned to us upon receipt, you can fax or mail it to:

Clark Atlanta University Dining
223 James Brawley Drive SW
Atlanta, GA 30314
404-880-6989
404-880-6299 FAX

The minimum order for any catered event is \$50.00. Arrangements for orders less than the minimum amount can be made if they are picked up from the Student Center Dining Hall during service hours and secured by purchase order, credit card, PAW Card, or check prior to the time the order is picked up.

Changes/Guarantees/Cancellations

All cancellations and/or changes referring to the menu, the guest count or event arrangements must be confirmed three full business days prior to the event. Any event that is not canceled within this time frame will result in full payment due as contracted on the event form. When placing a catering order, an estimated guest count must be provided. If a guaranteed count is not confirmed three business days

prior to the event, service will be provided for the estimated count and the bill will be issued accordingly.

Delivery/Cleanup

There is no delivery charge for catering services on campus. We will evaluate each off campus delivery to assess the proper fee. The Catering Department does not have keys to buildings or rooms on campus. It is the clients responsibility to ensure buildings and rooms are unlocked to ensure timely setup of your event.

Payment

We accept Clark Atlanta University Purchase Orders, Credit Cards (Visa, American Express, Mastercard), Checks, PAW Cards and Cash. All payments are due before the day of the event. All non-campus groups are subject to separate prices and terms. Tax exempt organizations are required to submit a copy of their tax-exempt ID form before the event.

Linen

As a standard, we provide tablecloths and table skirting for all food set up tables. Linen for guest tables is included with served events with china.

Attendants

Attendants are included with all served and buffet meals based on a two hour service time. If you would like to have an attendant present at a break or reception, there is a charge of \$15.00 per hour for each attendant with a minimum of three hours. We recommend at least one attendant for every 75 guests attending. Additional labor charges will be assessed to events lasting longer than the two hour standard.

Exhibition Cooking

Exhibition Cooking displays require a display chef, carving stations require a carving chef and outdoor cookouts require a grill chef. The charge for these chefs is \$15.00 per hour for each chef with a minimum of three hours. In addition, there will be a fee for the rental of the grill.

Removal of Food

Please keep in mind that state health code regulations prohibit guests from removing leftovers from catered functions.

Personal Set-ups

Should you request the use of your private serving utensils, china, serving trays or any other personal items, Clark Atlanta University Catering or any of its employees can not be held responsible for any lost or damaged pieces.