

CATERING POLICIES

Our team of catering professionals is available to assist you with planning every aspect of your event. Should you desire a customized menu for your event, we will be happy to meet with you to create a unique menu.

Please contact us to make an appointment to create your perfect event.

Email: catering@cau.edu

Office Phone Number: (404) 880-6989

Sincerely,
Your Sodexo Catering Team

Andre Burgess
General Manager
(404) 313-4642

PLANNING YOUR EVENT

Flavours by Sodexo has exceptional culinary skills and extensive capabilities to satisfy a wide range of catering needs. We are passionate about food and dedicated to making sure things are as perfect as possible for your special occasion! Please use this guide to understand processes, procedures, and expectations as we work together to achieve a smoothly executed and memorable catered event. Our experienced event planning specialists are very consultative and will be happy to answer all of your questions and concerns and assist you in planning every detail. We look forward to serving you!

HOW TO CONTACT FLAVOURS BY SODEXO

When you have a catered event in mind, please contact us as soon as possible. Even if you are not yet sure of such details as the exact event date, event location and number of guests that will be in attendance, it's a good idea to touch base with us as early on in the process as possible. Some catering arrangements through Flavours by Sodexo can be made by phone, email or online; other catering arrangements require an in-person appointment with one of our event planning specialists. It's easy to get in touch with Flavours by Sodexo about your catering needs. Here are the options: Visit Our Office: You may visit us in person on the Promenade in Trailer #1. Our office hours are Monday through Friday, 8 A.M. to 5 P.M. Please be aware that we are closed on some holidays.

If any catering correspondence occurs after 8:00 p.m., We will promptly respond the next business day.

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EVENT MINIMUMS

There will be a \$25 minimum for events planned Mon-Fri. A \$500 minimum is required for all coffee breaks, refreshment breaks and boxed lunches provided on the weekends, starting Friday afternoon at 3:00 pm. A \$500 minimum is required for receptions and meals planned on the weekends. No events will be scheduled during holiday breaks.

EVENT LOCATION RESERVATION

You must make arrangements to secure a location for your event with CAU Events. We do not handle this portion of your ordering process. Space should be confirmed prior to placing your event order.

EVENT TABLES, CHAIRS & OTHER EQUIPMENT

You must make your own arrangements to secure tables, chairs and other equipment you may need for your event via a CAU facilities work orders. A two-week notice is requested.

EVENT CONFIRMATIONS & GUARANTEES

No less than 7 days from the scheduled catered event, you must confirm your Banquet Event Order. You will also be asked to provide us with a "final" number of guests that will attend your

event; the “estimated” number will be used if you don’t know the “final “number. The Event Order will outline the terms of your agreement with our Catering Office and includes all event details and requirements, including time, date, location, menu selections, number of attendees, professional services, equipment, and staffing. If you do not provide us with a final number, we use the estimated number.

If you contact our events planning office less than 72 hours (3 business days) in advance and we are able to book your event, a surcharge of \$50.00 will apply. This surcharge is necessary due to the additional cost of planning for last minute events. Menu options will be limited and based on availability. **Again, there is no guarantee that Sodexo Catering Department can service a function without a 3-business day notice.**

EVENT CHANGES AND CANCELLATIONS

No less than 3 business days from the scheduled catered event, please make us aware of any event changes (including increases or decreases in the number of attendees) or if your event needs to be cancelled. Functions cancelled with less than three business days’ notice will incur 75% event charge.

Any event cancelled the day of the event or later will incur a 100% fee of the event cost.

EVENT PAYMENT

For external events, payment must be received three business days before the execution of your catered event. Accepted forms of payment include Visa, Master Card, American Express, business check. If your group is not a university, college or school, a deposit of 75% is required two weeks prior to your scheduled event with the balance due 3 days before the event. Sales tax of 8.9% will be added to your bill. If you are a tax-exempt organization, you must submit a copy of your tax-exemption certificate prior to the date of your scheduled event.

For internal sponsored events, a purchase order is required when your order is confirmed. Sodexo Catering will provide a quote for you to use to secure your purchase order. If the purchase order is not received 7 business days prior to your event, you will be required to pre-pay with a credit card. The purchase order may be used in lieu of the credit card up until the day of the event.

DELIVERY FEES

There is a delivery fee of \$50.00 for catering services held on the Clark Atlanta University Campus below \$200.00. Deliveries outside the campus will be subject to a \$50 or 10% delivery fee, whichever is greater, and not to exceed \$150.00.

SERVICE STAFF AND ATTENDANTS

To ensure that your event is a success, catering staff will be provided for all served meals and some buffets. Continental breakfasts, breaks, and receptions are priced for self-service. Buffet style functions are staffed with one attendant for every 25 guests. Served meals are priced on an individual basis. THE CHARGE FOR EACH STAFF MEMBER IS:

Attendants/Waitstaff - \$15 per hour

Station Chefs - \$25 per hour

Bartenders - \$25 per hour

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. The cost to replace any missing or damaged catering equipment or supplies will be charged to your account. For very large events, specialty equipment may need to be rented at an additional charge.

CHINA CHARGES

We provide high quality plastic products unless otherwise requested. We offer china service for any event at an additional charge.

Full Meal Service and Silverware - \$4.00 per guest

Coffee or Beverage China Service - \$2.00 per guest

Full Bar Glass Service - \$3.00 per guest

Reception China and Silverware - \$3.00 per guest

FLORAL CHARGES

We will be happy to order, receive, and handle floral arrangements for you. For decorative requests, an additional fee will be determined in accordance with your specific needs. 10 business day lead time is required.

LINENS AND SKIRTING

We provide linens and skirting for food and beverage tables at no charge. If you would like linen to be placed on guest tables for receptions, breaks, meeting tables and boxed lunches, there will be a \$8.00 charge for each tablecloth. Floor length tablecloths that are 90 x 156 for 8-foot or 90 x 132 for 6-foot tables are available at \$12.00. The same applies to registration tables, name tags, head tables, and any additional table that will not be directly used for setup. We can also provide napkins to meet your color scheme for \$2.00 each. Specialty linens are available upon request for an additional charge. 10 business day lead time is required.

FOOD REMOVAL POLICY

Due to health regulations, it is our policy 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.

ALCOHOL POLICY

Events serving alcoholic beverages requires prior authorization from CAU from CAU Events Department. All alcoholic beverages must be served by our personnel and consumed in designated areas. Proof of age will be required. Clark Atlanta University reserves the right to refuse service of alcoholic beverages to any person. All Sodexo personnel have completed the Serve Safe Training Program for Service. **Sodexo does not have a liquor license and cannot purchase alcohol.**

ALCOHOL SERVICE

A full bar setup (if liquor is planned) at a dinner or reception is \$3.00 per guest. All necessary bar items, except the alcohol, are provided with this charge, including nonalcoholic beverages, ice mixers, napkins, and plastic cups. An additional charge for glasses will apply. We recommend at least one bartender for every 75 guests for Beer and Wine service.