



PLANNING YOUR EVENT

Thank you for inquiring about our Catering & Event Services at *California Baptist University*.

To assist you in planning your event, we have included the following guidelines:

SECURE THE EVENT LOCATION

Reserve a room by contacting CBU Conference Events at 951-343-4374. Room set-up and any audio visual needs should be coordinated with Conference and Events at that time.

Once you have reserved your event location, here are some guidelines that will assure smooth planning:

PROVIDER ONSITE MENU AND ORDER FORM

Contact Provider as soon as you book your event thru the University. This needs to be done at least 3 to 4 weeks prior to the event. While every decision need not be finalized in the beginning, the more decisions you have made, the easier your event planning will proceed.

The Catering Menu and request form are located on the CBU website. On the CBU homepage: <https://calbaptist.edu/dining/catering/insidecbu/>. When you have decided on your menu, please fill out the Community Schools request form completely (each field) and submit.

FOOD AND BEVERAGE

Provider Contract Food Service has the exclusive right to provide food service for all organized events on campus via our contact. All food and beverages purchased through Provider must be consumed on the premise.

REVIEW, SIGN & RETURN CONTRACT

To Confirm Your Event:

Upon placing your order, you will receive a contact of services requested. This contact must be signed, scanned and emailed to dsoto@calbaptist.edu to confirm your event prior to providing the guarantee.

PROVIDE FINAL GUEST COUNT GUARANTEE

We require a guest count, pricing and menu finalization at least seven working days before your event. This count is your guaranteed number. If no count is given at that time, your original booking count or actual number of guests, whichever is greater, will be charged.

All counts received after 7 days will be subject to late fees.



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FINALIZE EVENT DETAILS

The Provider Catering office will contact you if there are any questions or concerns about your event. The *Director of Catering* is **Desiree Soto** and she can be contacted at dsoto@calbaptist.edu and 951-343-5026.

Feel free to contact the office between the hours of 8:00am and 4:30pm, Monday thru Friday.

MEAL SERVICE

All meals are served buffet style unless otherwise requested. Price include the buffet linen and décor. Meals can be arranged to be plated and served for an additional fee, including service staff and table settings.

Meals served in the Copenbarger Dining Room & Innovators include china, glassware and linen. Meals served in the *Alumni Dining Commons* include standard serviceware. High quality disposable ware will be used at all other campus locations unless otherwise requested.

If requested, china and glassware can be provided for an additional fee at the alternate locations. Additional linens are available for \$5.25 per cloth.

CANCELATION AND CHANGES

Any event menu item is canceled or changed, less than 5 business days prior to the event, will result in a charge of 25% of the cost of the invoice to cover food & labor invested at the time of cancellation.

CATERING PRICING

Your catering price includes food and beverages, buffet set-up, buffet décor, buffet/ beverage linen, clean-up and removal.

Catering prices are subject to a location set-up fee when delivery and set-up are beyond a standard meeting room environment. Catering prices are subject to California State Sales Tax. Menu pricing is based on events of 20 guests or more. Smaller events may be subject to an additional charge.

PAYMENT

Following your event, a final invoice will be prepared and forwarded to you for payment thru the University. Should the final count increase or any other charges be incurred, these will be reflected on your final invoice.