

Planning Your Event

Thank you for inquiring about our Catering and Event Services at California Baptist University. To assist you in planning your event, we have included the following guidelines:

Secure Event Location

Reserve a room by contacting CBU Conference and 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 Menu and Order Form

The Faculty and Staff Menu and order form is located on the CBU website at: insidecbu.calbaptist.edu/ICS/Campus_Life/Provider/ Review the catering menu to decide the type of event you desire. While every decision need not be finalized in the beginning, the more decisions you have made, the easier your event planning will proceed. When you have decided on your menu, please fill out the online form completely (each line) and submit. Orders should be submitted 2 to 3 weeks prior to your event.

Finalize Event Details

The Provider Catering office will contact you if there are any questions or concerns about your event. The Director of Catering Pam Mitchell can be contacted at pmitchell@calbaptist.edu and 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. Prices 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 Alumni Dining Commons include standard service ware. High quality disposable ware will be used in all other campus locations unless otherwise requested. China and glassware can be provided for an additional fee in the alternate locations. Additional linens are available \$5.25.

Food and Beverage

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

Review, Sign and Return Contract to Confirm Your Event

Upon placing your order, you will receive a contract of services requested. This contract must be signed, scanned and emailed to pmitchell@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.

Cancellations and Changes

Any event or menu item cancelled or changed, less than 3 business days prior to the event, will result in a charge of 25% of the cost of the invoice to cover food and labor invested at the time of cancellation.

Catering Pricing

Your catering price includes food and beverages, buffet set-up, buffet décor, buffet/beverage linen, equipment, clean-up and removal. Catering prices are subject to a location set-up fee where 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 30 guests or more. Smaller events may be subject to an additional charge.

Payment

Your CBU Cost Center Number must be provided on the online form. Following your event a final invoice will be prepared and your Cost Center will be charged. Should the final count increase or any other charges be incurred, these will be reflected on your final invoice.

