

# Catering Policies

## GUARANTEED COUNT:

A final guaranteed count is due by noon three (3) business days prior to your event. This final guarantee insures we have appropriate food and staffing for your event. Your final invoice will reflect this guarantee and any additional guests if applicable. If a final guarantee is not submitted, the original guaranteed count will be used for preparation and billing purposes.

Event Day	Guarantee Count Due Day
Monday	Wednesday
Tuesday	Thursday
Wednesday	Friday
Thursday	Monday
Friday	Tuesday
Saturday	Wednesday
Sunday	Wednesday

In the event that a guaranteed count is not provided by the due date, your last estimate will be used for your guarantee. It is our Campus Dining Services policy to prepare enough food and seating for 5% over the number of guests that you guarantee. The final invoice will be prepared for the guaranteed number or the actual number served, which ever is greater. Any number of guests served over the guarantee will be charged a twenty-five (25%) surcharge.

## Lowering your guarantee:

If reducing your final guaranteed count from your initial estimate by more than ten percent (10%), there will be a \$5.00 per person charge, if reduced less than ten (10) business days prior to your event.

## PAYMENT POLICY:

Dixie State College Campus Dining Services gladly accepts: Cash, Check, MasterCard, Visa and Discover.

## Off Campus Groups:

Businesses without a Campus Dining Services Account-

A Non-Refundable Deposit of \$200 is required to confirm your event. The remaining balance is due at the time of your guaranteed count, three (3) business days before your event. If guaranteeing with a credit card, this same card will be charged the remaining balances at the conclusion of your event. A receipt will be sent to you after your card has been charged.

Businesses with a Campus Dining Services Account-

Full payment is expected within fourteen (14) days. If payment is not received by this time, a finance charge of 1.5% monthly will be assessed, in addition to a late fee of \$25.

## On Campus Groups:

In order to confirm your event, a Dixie State College account number is needed. Please write this number next to your signature on the contract. The final invoice will be charged against your account, and a receipt will be emailed to you after your event.

## CANCELLATIONS:

Once an event is booked and confirmed, there will be a penalty for any event that needs to be cancelled. All cancellations must be submitted in writing to Campus Dining Services. Please mail, hand deliver, email ([campus\\_dining@dixie.edu](mailto:campus_dining@dixie.edu)) or fax to 435-656-4023.

- \* For any event cancelled prior to two (2) weeks before your event date, a cancellation fee of \$75 will apply.
- \* If an event is cancelled two (2) weeks prior to and up to three (3) business days before, a cancellation penalty of \$150 will be in place.
- \* Orders cancelled less than 72 hours (or three (3) business days) before the event, will be charged 50% of the expected amount of the bill.

435.652.7676  
[www.catering.dixie.edu](http://www.catering.dixie.edu)  
[catering@dixie.edu](mailto:catering@dixie.edu)

**STARTING TIME:**

A 15% Service Charge will be assessed in the event that your meal function does not start within fifteen (15) minutes of your scheduled serving time.

**ENDING TIME:**

We plan two (2) hours for your meal service and program. If your event exceeds two (2) hours, an additional charge of \$25.00 for each fifteen (15) minutes beyond the two (2) hours will be added to your final bill.

**LEFTOVER FOOD AND/OR BEVERAGES:**

In order to maintain the highest level of food safety standards, and in accordance with industry standards, the removal of any leftover food and/or beverages is prohibited, except by authorized Campus Dining Services employees. In the case of buffet meals, in order to maintain an appealing appearance, additional food may be displayed which is over and above the guaranteed count and is not to be removed. Credit will not be issued for leftover food, beverages or any unused items.

**MISCELLANEOUS POLICIES:**

No outside food or beverages are allowed in the Gardner Center.

Dixie State College does not allow the consumption of alcoholic beverages on the DSC campus.

All Audio Visual items, with the exception of laptops, must be supplied by the Gardner Center. No outside Audio Visual is allowed. Any Audio Visual items need to be ordered one (1) week in advance.

**TAX EXEMPTION:**

If your organization or group is Tax Exempt, a Tax Exemption Certificate (Form TC-721) must be on file to confirm your event. If the form is not on file, sales tax will be charged. Please visit <http://tax.utah.gov/forms/current/tc-721.pdf>, complete form, print off, sign and fax to Campus Dining Services (435-656-4023).

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