

CHARTWELLS *presents*

IN ANY EVENT!



Welcome,

University of Missouri St. Louis Catering Services is pleased to present to you our Catering Guide. For your convenience, we have put together our most frequently requested and popular items. Please realize that these menu items are just a sampling of what we can offer. We are more than happy to customize a catering menu specifically designed to meet your needs.

This catering guide is designed to assist you in organizing your functions, ranging from breakfast to elegant buffets and hors d'oeuvres. We are always delighted to customize a menu unique to your occasion as well. We thank you for the opportunity to serve you and if you have any questions, please do not hesitate to let us know by contacting Chartwells Catering Services at 314-516-4321 or emailing us at foodsrv2@umsl.edu.

PLANNING YOUR EVENT

At University of Missouri St. Louis University, our experienced staff is capable of creating the right menu and atmosphere for your event. Early planning for your event will enhance your experience. After identifying your special date, please contact the following events offices to determine space availability on campus.

Millenium Student Center	314-516-4346
JC Penney Conference Center	314-516-5961
Alumni House	314-516-5722
Provincial House Conference and Event Planning	314-516-4399

These offices will help you with room availability, tables, chairs, audio visual equipment, and any additional needs you may have unrelated to food.

For your food needs, please call Chartwells Dining Services at 314-516-4321 during regular business hours. Our professional catering staff will assist you with creating a memorable event. For this reason, we ask that you contact us a minimum of two weeks prior to your function. We do realize that special events may arise unexpectedly. Events scheduled less than 3 days prior to the event date, will incur a 15% late booking fee. We will do everything we can to meet your requests on late bookings, but current menu pricing and availability can not be guaranteed for these events.

GUARANTEES

For all catered events, Chartwells requires a guaranteed count three business days prior to your event. For all events being held Monday, Tuesday and Wednesday, the guarantee must be provided by noon on the preceding Friday. If the final guarantee is not received, we will consider the number indicated on the latest confirmation to be correct. The guarantee is not subject to reduction after the deadline. Your billing is based on the final count. If the number of guests is higher than the final count guaranteed, you will be charged accordingly. Menu changes and guests counts made later than 72 hours prior to your event will be accommodated based on availability of products and services being rendered.

DISPOSABLE/CHINA SERVICE

China service is provided in the Millennium Student Center and the JC Penny Conference Center at no additional charge. China is available outside the above stated buildings for an additional price per person. Charges for rental china are based on the pattern selection and length of use. Disposable service is also available at no additional charge.

LINEN SERVICE

Linens are used for meals and informal beverage services. Tables that support food, beverage and bar services are dressed with linen at no additional charge. Guest tables for served or buffet breakfasts, lunches and dinners will be covered in white table linens at no additional charge. Any requests for specialty linens or colors must be requested two weeks in advance. If tablecloths or skirting is requested for tables (i.e. registration tables, cake tables, gift tables, etc.) additional fees will apply.

EXCLUSIVITY

Chartwells holds exclusive catering rights on the University of Missouri St. Louis campus.

CATERING WAIT STAFF

All buffets and plated meals include adequate wait staff for a period of two hours. Additional servers are available for a fee if you deem necessary for your event.

CONFIRMATION/BILLING

A final copy of your reservation will be sent to you prior to your event. Please review the information regarding date, time of delivery, set-up and food/beverage order; please send any changes or provide written confirmation that your event details are correct. If we do not receive a written confirmation, the preparation and billing will be based on the original reservation contract.

For university groups an approved contract and MO Code must be on file in the Catering Office before your event can be executed.

For student groups your contract must be submitted and approved by the appropriate personnel in Student Life prior to your event being executed. Catering will send final confirmation once we have your approved MO Code on file.

For all off-campus groups, a 50% deposit is due at the contract signing. Final payment is due two days prior to your event. Menu additions added during the event, must be paid for upon request. State and local sales taxes will be added to invoices of individuals or groups not exempt from such tax. Tax exempt ID letter must be provided with written event confirmation.

For your convenience, services may be paid for with cashier check, money orders or all major credit cards.

CANCELLATIONS

If for some reason you should need to cancel, we ask that all cancellations be made at least three full business days prior to your event. Cancellation of an event after the deadline will result in charges for the cost of all incurred expenses.

ADDITIONAL ITEMS

Neither Chartwells nor the University of Missouri St. Louis is liable for any equipment, supplies or personal belongings left in public areas.

FOOD SAFETY

Food safety is a high priority for Chartwells Catering Services. Therefore, we reserve the right to deny removal of leftover food by the customer. Please do not remove, dispose or repackage remaining items (including any edible display items). To ensure safety and sanitation for customers and guests, a Chartwells representative will remove all items in a timely manner.

LIQUOR POLICIES

Any use of alcoholic beverages at any function may only be provided with the permission of the Auxiliary Services Director, Department Head, Vice Provost and/or Vice Chancellor. Alcohol forms are available in the Building Operations office, Office of Finance or from the UMSL website (www.ums.edu). Alcohol Forms #1 and #2 will be required for service. Approval must be obtained a minimum of two weeks prior to your event.

State liquor laws require all alcoholic beverages be purchased and dispensed by our trained personnel. Alcohol may not be brought in or removed from the premises. Chartwells follows strict licensed beverage consumption policies, therefore any/all guests may be asked to provide a valid form of State ID for service. Chartwells also reserves the right to refuse service to any guest without prior notice.