

Catering by Bon Appetit

Dear Colleague:

While you may be familiar with our on-campus cafés and other venues, you may not know that Bon Appétit was founded as a catering company. After over 100,000 events, our experience has taught us to pay significant attention to excellence in food preparation, to superior presentation and to quality service. Whatever your event - a breakfast meeting, a conference luncheon, a reception for a visiting dignitary or a banquet - you will find that we offer the finest, freshest ingredients, prepared with creativity and passion, and presented with style and elegance.

In the next few weeks, we will be sharing with you our 2005-2006 Catering Guide filled with a delectable selection of menu ideas. However, they represent only a starting point. Our specialty is designing innovative menus for any occasion. The Bon Appetit staff will work with you to understand your particular catering needs and present you with a variety of high-quality and creative options. Whether you are planning an informal lunch meeting or a reception for 5,000 guests, our catering staff will work with you to create an event you will be proud to host.

If we can offer you more information, if you would like to make an appointment or place an order, please call us at **(202) 885-3180**.

We look forward to the opportunity to serve you.

Keith Costas
Director of Catering

Rasheda Clark
Catering Coordinator

Wayne Brooks
Catering Chef

Pedro Larin
Banquet Manager

Ordering Tips

- Please contact University Event Scheduling to reserve a room before planning your event.
- An easy way to contact us is by email:
kcostas@american.edu
rclark@cafebonappetit.com
- Place all orders by Wednesday for events the following week
- Carefully review contracts: recheck Event Date, Start & End Times, Locations, Guest Count and Menu.
- Final Contracts must be signed with budget numbers prior to the event day and returned to the Catering Department
- If you have reserved an event in the Mary Graydon Banquet rooms 1-6 please contact the Catering Department for setup.

Catering Guidelines

The Catering Department at American University invites you to use our services for your entire special event needs. In an effort to make your event planning process as easy as possible, we are providing you with the following guidelines.

Date and Location Reservations

You will need the following information to reserve your space:

Date of Event

Due to the hectic pace of the University special events and meetings schedule, we recommend that you call to reserve the date and location of your event as early as possible, even if the date is tentative. For the Mary Graydon Center Catering rooms I-VII please call Room Scheduling at (202) 885.3939 or email: ues@american.edu.

Time of Event

To fully service your event, you will need to provide the start time and ending time of each event. If the event is scheduled in rooms outside of the Mary Graydon Center Catering rooms, the Catering Department will also need to know the time our staff has access to the room for set up. Please allow ample time for set up and breakdown. Please use the following guidelines for setup and breakdown:

<u>Setup</u>		<u>Breakdown</u>
Breakfast	1.5 hr	1 hr
Lunches	2.0 hr	1 hr
Receptions	2.0 hr	1.5 hr
Dinners	2.0 hr	1.5 hr

Number of Attendees

An estimated number of expected attendees for the event are necessary to determine your needs when booking space for the event.

Type of Event

To fully service your event and ensure its success, we need to know what type of event it is: breakfast, lunch, dinner, meeting, reception, etc. and the nature of the event. Along with the type of event, it is also necessary to inform the catering department of what type of room set is needed for your event.

Food and Beverage Orders

Food and beverage orders require a minimum of 10 days advance notice. The Catering Department will try to accommodate late requests when possible (see last-minute orders).

To determine your food and beverage needs, please review the enclosed menus. If you require a special menu, our Catering specialists will be happy to customize one for your group. After reviewing proposed menus, contact the Catering Department to make final arrangements. Once your menu selections are made, a Catering Event Contract will be processed by the Catering associate and provided to you.

Please review the information on the Catering Contract carefully and return a copy to the Catering Department with an **authorized signature and budget number** for your department. This information is required prior to delivery. The Catering Department cannot provide services without this information.

Last Minute Orders

Catering will accept last minute (within 24 hours) orders and additions to accommodate your needs if possible. A 25% rush charge will apply.

Audio Visual Equipment

If your event requires Audio Visual equipment, please contact the Audio Visual Department at 202-885-2296. When placing your catering order please inform the Catering Department of your Audio Visual needs so our staff can facilitate the setup of the equipment.

Additional Items to Consider

The Catering staff is available to assist in accommodating dietary needs for your event as well as aid with the ordering of theme or floral decoration, linen and signage.

Payment Information

All catering functions require an authorized payment method payment prior to the function.

University Groups:

An **authorized signature and budget number** must be included in the Catering Contract and returned to the Catering office at least 3 days prior to the event. The Catering Department cannot provide services without this information. The Catering Department will try to accommodate late requests when possible. All University groups are tax exempt and do not require a DC tax-exempt form.

Non-University Groups:

Payment can be made by VISA, MasterCard, Discover, Diners Club or Certified Check can make payment. A 50% deposit is required with the signed Catering Contract. The balance is due on the day of the event prior to the start of the event. To qualify for tax-exempt status, you need to provide a DC Tax Exempt Certificate for your group or organization. Otherwise, a 10% DC tax will be added to your invoice.

Attendance Guarantee

The Catering Department requires a confirmation of the final attendance at your event. This number is required 72 hours or 3 business days prior to the event. This is the minimum number of attendees that you will be charged for. If the actual number of attendees falls below the guaranteed number, the Catering Department will charge your department for the guaranteed number. If the actual number exceeds the guaranteed number, you will be charged accordingly. We prepare for 5% over the guaranteed number.

Cancellations

Notification of cancellation of an event is required three business days prior to the event. If cancellation occurs after this time, any expenses incurred by the Catering Department will be billed to the canceling party.

Missing Equipment

As the host of your event, you are responsible for the equipment provided for your event. Catering equipment must remain in the original function location. Any equipment missing from your event will be charged to your account number, at replacement cost.

Delivery & Pickup Fees

Main Campus

Inside the Mary Graydon Center Catering Rooms I-VII No charge
All Other Mary Graydon Center Rooms No charge
All other Buildings on Main Campus \$20

Tenley Campus

All Buildings \$40
Washington College of Law, Katzen Arts Center & All other off- campus locations..... \$40

Linen Fees

Tablecloths and skirting are included with all food and beverage setups. The Catering Department has a selection of colors available to you at no additional cost. Tablecloths for dining tables are included with lunch, dinner and buffet entrée meals. Tablecloths & Skirting for meetings and reception guest tables are available at an additional charge.

52" square table cloth.....\$4.50 each
85" square table cloth.....\$5.00 each
Banquet table cloth\$5.00 each
Table skirts.....\$10.00 each

China Fees

Quality plastic and paper products are included, at no additional charge, with every event. China is included at no additional cost in the Mary Graydon Center Catering room's I-VII but events over 15 people may require a staff attendant. In all other locations, china service is available at an additional charge.

Coffee or Beverage China Service \$3.00 per guest
Reception China Service..... \$4.00 per guest
Full Meal China Service \$5.00 per guest

Specialty Equipment

Additional specialty equipment and linens are available. We can rent a variety of china, linens, silverware, platters, serving equipment and tables to make your event special. Please contact us to see samples.

Staff Fees

Staffing is required for all buffet breakfast, lunches, dinners, and receptions in the Mary Graydon Center Catering rooms I-VII utilizing china and for any events outside of the Mary Graydon Center rooms utilizing china. Staff attendant fees are charged for any event, including drop offs, in the evenings (after 6:00 pm) or on weekends. The fee for each attendant is \$25 per hour for a minimum of 4 hours. The fee for a station Chef is \$125.

The required number of staffing for your event is as follows:

Buffet Lunch or Dinnerone server per 20 guests
Served Plated Lunch or Dinnerone server per 10 guests
Receptionone server per 40 guests

Room Setup Fee in Mary Graydon Center Catering Rooms

Contact Room Reservations at (202) 885-3939 or ues@american.edu to reserve space in Mary Graydon Center Catering Rooms I-VII.

For University Groups there is a room setup fee of \$35.00 per room in the Mary Graydon Center Catering room's I-VII, for a maximum of 8 hours. For non-University groups the fee is \$150. This fee only covers the labor to setup and breakdown tables, chairs and walls for you event. Additional staffing and equipment charges may apply depending on the needs of each event. An additional fee of \$35.00 is charged for the breakdown of the University Club located in room II.

University Club

For table reservations please call 885-3177.

The University Club is for the exclusive use of faculty, staff and their guests. Groups of 16 or fewer may reserve Mary Graydon Center Catering Rooms I, IV, V, VI and serve themselves lunch from the University Club. Please call (202) 885-3939 to reserve a room.

Also contact the Catering Office to arrange for room setup and billing. All room fees, linen charges and staffing fees apply. Groups larger than 16 must arrange lunch to be catered.

Setup in Locations other than Mary Graydon Center Catering Rooms

Please contact Support Services (202) 885-2299 to provide equipment i.e. tables, chairs, podiums, garbage cans for events in rooms other than the Mary Graydon Center Catering rooms I-VII. For setup in the University Center other than Mary Graydon contact the University Center (202) 885-3539.

Weekends & Non-Business Hours & Holidays

We will gladly take care of your dining needs during these periods on a cost incurred basis.

Alcoholic Beverage Policy

Wine and beer are the only alcoholic beverages that may be served on campus. Alcohol cannot be served at any University related event with undergraduate students in attendance. Service of these items is permitted in the Mary Graydon Center Catering rooms; however, written approval is necessary when serving these items at any campus location. Our catering department can assist you in recommending quality wines and beers.

Bar Service: There is a \$4.00 charge per person for bar setups that include sodas, juices, and mineral water.

Important Telephone Numbers at American University

Audio Visual Department..... (202) 885-2296
Room Scheduling Department (202) 885-3939 ues@american.edu
Support Services Department (202) 885-2299

Off Campus Catering

All prices stated in the Catering Guide are for the benefit of American University. Off campus catering prices may be higher.