



Request Date \_\_\_\_\_

Request Number \_\_\_\_\_

# The Citadel Catering Event Contract

THRU: Commandant of Cadets (For Cadet Events ONLY) Commandants Signature \_\_\_\_\_

TO: Catering Director

1. Contracts (original & one copy) should be submitted to The Citadel Dining Services office in person or by fax at (843) 953-4993 as follows:
2.
  - a.) At least 5 business days prior to an event requiring a significant amount of preparation and/or quantity of food.
  - b.) At least 3 business days prior to meetings and other small events.
2. Request the following food services be provided by The Citadel Dining Services:

Name of Department or Organization	Day	Date
Location of Event	Estimated # of Persons	Time
Purpose of Event	Number of Cadet/Student Participants	Number of Faculty/ Staff Participants

Services/Menu Desired Listed Below or Separately if Necessary:

3. The above services will be charges to:

Name of Citadel Department	Citadel Department Account Number
Name of Officer or Authorized Individual Requesting Services	Telephone Number & Department Fax Number

4. **TERMS AND CONDITIONS FOR CITADEL EVENTS:** A guaranteed number of persons must be received two business days prior to the event. If a final guarantee is not received, we will consider the original number as the guarantee. You will be billed based on the guaranteed number or the final number of persons in attendance, whichever is greater. All cancellations must be made five (5) business days prior to the event. Events cancelled with less than the required notice will be assessed charges based on costs incurred. An additional 10% late charge will be assessed for any outstanding balances thirty- (30) days past due. If department checks are issued checks should then be made payable to ARAMARK. The above terms are agreed upon as well as the catering guidelines on The Citadel Catering Guide & Website.

Dining Services Contact	Department Representative	Date
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