

Waycross College Swamp Fox Café Catering Policies

Scheduling Catered Events

All events requiring catering must be scheduled no later than **2 weeks prior to event**. Events on weekends or after normal college hours must be scheduled 1 month in advance. Events scheduled after this time are subject to additional charges due to food supplier delivery schedule. All refreshments and meals must be coordinated with the Catering Services of Waycross College. No outside catering is allowed. It is the responsibility of the event coordinator to ensure that proper arrangements are made for required menu selections, table setup, chairs, and accessories. Catering events scheduling or questions should be directed to: Rhonda Anderson at 912-449-7522 or emailed to: rhondaa@waycross.edu or Peggy Lang at 912-449-7548, email plang@waycross.edu. Final guaranteed guest count is due **three working days** in advance of the scheduled event.

The client will be billed for the guaranteed number, or the actual number of guests served, whichever is greater. Guest counts that are increased after the final guarantee deadline that can be accommodated by catering are subject to additional charges. Please note, additional meals may vary from the original selection chosen.

ALL CHANGES MUST BE PHONED OR FAXED TO WAYCROSS COLLEGE SWAMP FOX CAFÉ.

Please see **Menu Selection Tab** for our catering menu options.

Billing, Signed Contracts, and Payment

All Catering contracts must have the proper signatures. **(See "Catering Contract" Tab)**

Swamp Fox Café accepts MasterCard, Visa, or Discover or invoice billing with balance due in 30 days.

State Tax will be added unless Tax Exempt form is supplied at time of scheduling event.

Prices subject to change without notice.

Campus Billing-Departments must supply approved requisition to Business Office before event will be scheduled.

Cancellation Policies

All cancellations must be made in writing or by phone 5 days in advance of the event date. Failure to notify the catering coordinator of the cancellation will result in a charge of 10% of guaranteed.

Room Reservations

A Scheduling Facilities Form must be completed for these arrangements to be made when booking the event.

Room and table setup must be listed on form.

Room reservations for the following location may be made through

Jessica Cerniglia in the Office of Development and Community Services at: (912)-449-7510 or by e-mail at dcs@waycross.edu

Listed below are the areas available on the Waycross College campus to accommodate a catered event.

President's Dining Room-Dye Building - 40 max.

Dye Student Service Building - 200 max.

Education Building - Boxed lunches, breaks, or receptions only

Other: _____ (Other Areas used per request)

Special Services, Custom Menus & Special Guest

We can customize any menu to fit your needs or we can create a custom menu for a specific event.

You may mix and match any items that we offer on the Catering Menu or you may suggest other items with the understanding that prices will be adjusted as needed. Special diet menus are available should you have a special need. Please contact the catering coordinator for these options. If you are having a special guest that special protocol should be followed, please contact the catering coordinator and discuss well in advance of your event.

Room Setup, Serving, and Cleanup Options

Your reserved room or area will be set up per your instructions on the Scheduling Facilities Form. Changes in setup the day of the event could result in additional fees to your final bill. Please discuss in detail with the catering coordinator the setup, serving, and cleanup guidelines. Listed below are some setup guidelines that need to be discussed. How many tables? Do you need a head table? Do you want WC staff to serve guests or buffet line? Do you want WC Staff to setup meals selections during your meeting or will you be taking breaks for WC staff to setup? Do you want china or disposable dinnerware? Do you want WC staff to remove dishes from tables and room during your meeting or will you be taking a break?

When reserving a room, allow ample time for catering to set up and clean up on each end of your reservation time. For more helpful hints to ensure a successful event, see **Event Coordinator Checklist** section.

Leftovers

Due to health regulations, perishable leftovers may not be removed from the event site. Waycross College Catering will not be held responsible for food items removed without our knowledge and prior consent.

Event Coordinator Checklist

In helping you to make your special event the best it can be, we suggest the following checklist be completed:

- 1) Is your location reserved? (Scheduling Facilities Form completed)
- 2) Have you made the necessary arrangements for the provision of tables, chairs, and additional accessories?
- 3) Is there a rain location and rain plan if the event is planned for outdoors?
- 4) Do you need a head table? A special table for awards, gifts, or literature? Please list these tables on the Scheduling Activity Form.
- 5) Does your event have a scheduled program that will affect the time or service of catering? If so, please contact the Catering coordinator and specify on Catering Contract Form.
- 6) Are tablecloths and skirts needed? (Catering Service Contract Form)
- 7) Are there any special diet restrictions for any of your participants? (Vegetarian, health concerns, etc.)
- 8) Have I provided Sales Tax Exemption Form if applicable?
- 9) Other: _____

Waycross College Swamp Fox Catering Menu

BREAKFAST

Continental Breakfast-Coffee, Orange Juice, and choice of any 2 items listed: \$5.50 per person
 Donuts, Asst. Danishes, Muffins, or Bagels
 Hot Bar-Grits, Eggs,Sausage, Bacon, Biscuit, Gravy, Coffee, and Juice \$9.95 per person

Individual Items:

Danishes-Asst	\$15.50 dz	Bagel with Cream Cheese/Jelly	\$14.50 dz
Glazed Donuts	12.00 dz	Croissants with Jelly	\$12.00 dz
Muffins-Asst.	10.95 dz	Biscuits with meat	\$1.99 ea

SNACKS

Fresh Baked Cookies-Asst.	\$6.00 dz (bite-size 48 pcs/dz or whole 12/dz)		
Asst. Sandwich Tray(48 pcs)	\$24.00 tr *	Fruit Tray (serves 20-25)	\$36.00
Chips-20z bag/Dip(serves 20)	\$15.00	Veggie Tray (serves 20-25)	\$36.00

*Sandwich tray-Sliced Deli Ham and/or Turkey with cheese on white and wheat bread-Chicken Salad \$30.00 tray

BEVERAGES

(All beverage prices includes cups, ice, napkins, etc)

Coffee (approx 24 servings to a gallon).....	\$8.95gl
Iced Tea (Sweet/unsweet) (approx 15 serving per gallon).....	\$8.95gl
Punch.....	\$10.00gl
Lemonade.....	\$8.95gl
Bottled Water.....	\$1.25ea
Can Drinks.....	\$1.00ea

LUNCH PLATES

Served on disposable ware and paper napkins-see below for china and linens

Menu	Per Person/SEE	**NOTE Add't Chg
#1 Chicken salad on croissant, lettuce/tomato, dill pickle, pear salad or chips and dessert.....	\$7.95	**
#2 Chicken salad on lettuce, tomato slice, dill pickle, boiled egg, pear salad, and dessert.....	\$7.95	**
#3 BBQ Sandwich on bun, chips, dill pickle, pear salad, and dessert.....	\$7.95	**
#4 Ham or Turkey on white or wheat, or croissant, dill pickle, chips, & cookie....	\$7.95	**
#5 Turkey Club with bacon, mozzarella cheese, and topped with lettuce/tomato and a special honey mustard sauce served on a flaky croissant, chips, and dessert.....	\$8.95	**
#6 Large grilled chicken chef salad, pear salad, and dessert.....	\$8.95	**
#7 Hot Bar -Your choice of one meat, 2 sides items, roll, and dessert	\$9.95	**

Meats: Grilled Chicken Breast with Gravy, Salisbury Steak with Gravy, Chicken Cordon Bleu, Roast Beef, Baked Ham, Spaghetti, Country Fried Steak, or Meat Loaf
Vegetable/Side Items: Green Bean, Green Limas, Fried Okra, Macaroni & Cheese, Baked Bean, Potato Salad, Macaroni Salad, Wild Rice, and Creamed Potatoes, Cole Slaw, Baked Beans, Corn, Potato Au Gratin, Broccoli Casserole, Steamed Broccoli with Cheese Sauce
Garden House Salad with any entree-add \$2.99 each

****NOTE: Additional charge of \$4.00 per person for use of President Dining Room**
 Includes use of china and tablecloths

DESSERTS:		
Chocolate Cake	Fudge Brownie Squares	Assorted Cookies
Assorted Pies-Pecan, Chocolate, Lemon, Coconut or Key Lime Pie		
Peach Cobbler or Cheesecake with Topping of Choice		
ALL MEALS INCLUDE BEVERAGE OF CHOICE		

Waycross College Catering Contract Form

2001 South Georgia Parkway Waycross, Ga. 31503

BILLING AND CONTACT INFORMATION:		**Coordinator must sign agreement and return to:	
EVENT NAME _____		Rhonda Anderson	
BILL TO-ORGANIZATION NAME/PERSON _____		fax to: 912-449-7617	
MAILING ADDRESS _____		Please call or email if you have any questions 912-449-7522 phone email:rhondaa@waycross.edu	
CITY/STATE/ZIP CODE _____			
EVENT DATE/TIME _____			
LOCATION/BUILDING _____ ROOM NAME OR # _____		Email or Fax number is required	
EVENT COORDINATOR NAME _____			
Event Coordinator Email address: _____			
Event Coordinator Phone # _____ Fax # _____			
GUARANTEED ATTENDANCE _____ (3 working days notice to change)			
COST PER PERSON \$ _____ X _____ \$ _____			
OR FLAT RATE _____ (# Attendees)			
Sales Tax-Exempt form required if non-taxable \$ _____			
Service charge if applicable \$ _____			
Grand Total \$ _____			

Menu Selections and Serving Time				NOTES:	
BREAKFAST		READY AT		AM	
Qty	Item requested	Qty	Item Requested	All beverages include cups, ice, creamer, sugar, etc. All meals include plates, dinnerware, napkins, etc.	
MORNING BREAK		READY AT		AM	
Qty	Item requested	Qty	Item Requested	SPECIAL INSTRUCTIONS:	
LUNCH		READY AT		PM	
Qty	Item requested	Qty	Item Requested	Please choose one of the following:	
				Dinnerware:	
				WC China/Silverwr	
				Box Lunches	
				Disposable plates, etc.	
				Table setup:	
				Head table (how many)	
				Round Tables (4, 6, or 8 per table)	
				Tablecloths	
AFTERNOON BREAK		READY AT		PM	
Qty	Item requested	Qty	Item Requested		

**AGREEMENT: I have agreed to the menu selection, price quote, and the Waycross College Swamp Fox Catering Policies Form.		FOR OFFICE USE ONLY	
Event Coordinator Signature: _____		EVENT APPROVED _____	
Date: _____		APPROVED FOR BILLING _____	
		DATE: _____	