

Bernhard Center  
1903 W. Michigan Ave.  
Mail Stop 5408  
Kalamazoo MI 49008  
Catering 269-387-4868  
Bernhard 269-387-4860 / Bernhard Fax 269-387-4079

## Confirmation

**Group** \_\_\_\_\_ **Reservation:** 7048 \_\_\_\_\_

Steve Keto  
Landscape Services  
Western Michigan Universtiy  
Mail Stop 5324  
Kalamazoo, MI 49008

**Bookings / Details** \_\_\_\_\_ **Quantity** **Price** **Amount**

### **Saturday, February 7, 2015**

#### **10:00 AM - 2:00 PM Landscape Service (Booked) Oaklands**

Other for 20

Catering:

10:00 AM - 12:00 PM Break for 20

Continental Breakfast #4 Small

1 \$130.00 \$130.00

*Mini Bagels (36)*

*Cub Paw Pastry (18)*

*Fruit Bowl*

*Orange Juice*

*Regular & Decaffeinated Coffee*

Catering:

12:00 PM - 2:00 PM Lunch for 20

Gourmet Box Lunch Chicken Caesar Wrap

10 \$9.75 \$97.50

*Chicken Caesar Wrap*

*Chef's Choice Salad*

*Potato Chips*

*Gourmet Cookies (2)*

*Apple*

Gourmet Boxed Lunch Garden Wrap

3 \$9.75 \$29.25

*Garden Veggie Wrap*

*Chef's Choice Salad*

*Potato Chips*

*Gourmet Cookies (2)*

*Apple*

Gourmet Boxed Lunch Turkey & Swiss Wrap

7 \$9.75 \$68.25

*Turkey Wrap*

*Chef's Choice Salad*

*Potato Chips*

*Gourmet Cookies (2)*

*Apple*

Assorted 20 oz Pepsi Products

20 \$1.75 \$35.00

Subtotal \$360.00

Service Charge (20%) \$72.00

Grand Total \$432.00

#### Catering Policies

**Off-premises Catering:**

Clients may request the services of WMU Catering outside of the Bernhard Center. These Requests are considered on a "first come, first served" basis and WMU Catering reserves the right to decline business outside of the Bernhard Center.

It is the responsibility of the client to contact the event location's Building Director prior to the event to ensure the site/room reservation. (We recommend a minimum of three weeks.) Often the timing for the event is not within the standard hours of operation for the building. Therefore, it is also the responsibility of the client to ensure that we will have timely access to the building and the room location within.

Additionally, it is the client's responsibility to provide all necessary tables and chairs through an outside source. WMU Catering can provide the equipment rental services for an additional fee. Site must provide access to running water, electricity, and a food staging/service area deemed acceptable per State and Federal

**Food Safety/Building Occupancy Codes:**

If you wish your event to include alcohol service, please refer to Western Michigan University's Alcohol policy for specific regulations located on the last page of this section.

**Styles of Service**

WMU Catering offers many styles of service from Drop-off to Full-service with china. Our menu offers choices to fit any budget. Rather than begin the event planning process with a preconceived idea for the service style of your event, let our experienced sales staff recommend the best possible style for your budget.

**Full-service with Linen and China**

- The Full-service style event is defined as one in which our staff prepares for the event, maintains service throughout the event and provides clean-up after the event. Full-service catering is available in the Bernhard Center, on campus and in the community. The minimum order for Full-service events is \$250 or a \$75 labor charge will apply, plus a service charge of 20%.
- Events held in the Bernhard Center includes white linen table covers, white linen napkins, as well as china, stainless silverware and glassware.
- Events not held in the Bernhard Center are subject to an "Off-site China" fee. Paper/plastic serviceware is an option available for Off-site buffets. Plated off-site events, however, must use "Off-site China." Additionally, Off-site Full-service events scheduled for more than two hours are subject to an additional flat rate per hour service charge.

**Drop-off Service:**

- WMU Catering offers an informal option for dining that maintains our excellent standards for food quality and value. Most of our menu items are available as "Drop-offs," served with recyclable serviceware, fiber plates, and paper napkins with no delivery/service fees. Free Delivery is available for on-campus orders exceeding \$100 and Off-site locations within five miles of the Bernhard Center. However, a small \$25 Drop-off charge will be added for orders less than \$100 to cover the cost of delivery labor and vehicle expenses.

**Pick-up Service:**

- We welcome pick-up orders! There will be no service charges assessed for Pick-up from the WMU Catering office in the Bernhard Center (room 150) from 8 a.m. to 5 p.m., Monday through Friday.

**Seating**

Standard banquet seating in the Bernhard Center is round tables with eight chairs. Special requests for less than eight may be made but nine guests per table is not advised for guest comfort and safety.

**Linens**

White tablecloths and napkins are provided for all Full-service meal functions. It is standard policy to cloth all seating tables and cloth and skirt all food and beverage service tables. Tablecloths may be rented for any non-food event in the Bernhard Center or elsewhere on campus for non-food and non-full service events (breaks, meetings, etc.). Standard sizes available include 52"x 120", 8 foot banquet table, 81" x 81", and 5 to 6 foot rounds. Colored linens of varying sizes and shapes are available for rental as well, but must be ordered two weeks prior to your event. Please contact a WMU Catering salesperson for current pricing and information.

**Guaranteed Final Count:**

We appreciate any estimate you can provide ten days prior to your event for food procurement and staffing purposes. A Final Count guaranteed number of guests is required five working days prior to your event. WMU Catering offers a grace margin of 5% above the Final Count figure on all Full-service meals, up to a maximum of 15 additional guests. Substantial increases in the guest count/Final Count within five days of the event may necessitate WMU Catering to alter the menu based on product availability.

Note: All food orders placed, finalized or changed within 72 hours of the event MAY BE subject to a billing rate of 1.5 times the originally quoted or menu price. Final billing on "per person" events will be based on the actual number of

**Bookings / Details****Quantity****Price****Amount**

guests in attendance or the Final Count whichever is greater.

**Special Dietary Requests:**

WMU Catering will provide alternate menu choices for those guests that have special dietary needs. However, we must receive those requests seven days prior to the event. It is prudent that the event organizer solicit those requests well in advance to ensure guest satisfaction and avoid a potential medical emergency.

**Deposit and Payment:**

Deposits vary per event and client type. Please refer to your individual contract for specific details. Final payment for your event is to be made seven days prior to the date of your event, unless your organization has prearranged and has been approved for direct billing, or is using a Fund and Cost center number for campus groups. For direct bill accounts, payment must be made within 30 days of invoice receipt or a finance charge will be applied. Please call the Bernhard Center office with billing questions, 387-4860. All prices are subject to applicable service charges and Michigan sales tax. Tax exempt organizations must provide a copy of the State Exemption Certificate.

**Price Changes**

Due to fluctuations in market prices, WMU Catering reserves the right to adjust prices accordingly.

**Property Liability**

Any decorations provided by the client need to be coordinated with the Bernhard Center Building Coordinator. Glitter and confetti are not allowed in the Bernhard Center. Masking tape, scotch tape, nails, tacks, etc. are not to be used on any painted or veneer surface. Please ask for our assistance in hanging banners, posters, etc. If the rules are violated by guests, members or outside groups contracted by the client, the client is responsible for any damage to the premises or equipment. Damage charges will be assessed and charged to the client and/or group to cover the necessary repairs. The Bernhard Center and WMU Catering assume no responsibility for damage and/or loss to any merchandise and/or personal items left behind. This applies to the set-up time (prior to the event), during the event and after its conclusion.

**Cancellations/Weather:**

Event cancellations on the part of the client must be made no later than 14 working days prior to the event to avoid service/room charges, food preparation and/or labor charges.

WMU Catering and the Bernhard Center are considered "Essential Services" of the University and the Bernhard Center will remain open regardless of weather related cancellations that affect other departments and/or buildings. Extreme weather conditions, however, may result in building closures where your Off-site event is planned. Our office will contact you with a cancellation deadline time. Additionally, we would appreciate notification as soon as possible if your group cancels their event, and if it will be rescheduled.

**Food Safety Regulations**

In compliance with Federal and State food safety regulations, all leftover food from WMU Catering events remains the property of WMU Catering and may not leave the premises of the event. Additionally, food prepared outside of the Bernhard Center/WMU Catering/Dining Services kitchen is prohibited.

I also personally represent and warrant to WMU that I am authorized to sign on behalf of, and to bind, the responsible party, and this Agreement to full enforceable against me. For breach of this warranty, I agree to be liable to WMU for all damages and all costs of collection of this time.

Western Michigan University/Bernhard Center

\_\_\_\_\_  
Signature of Authorized Representative

Date: \_\_\_\_\_