



Request Date

Request Number

## The Citadel Catering Event Contract For Non-Citadel Accounts

To: Catering Director

1. Contracts should be submitted to The Citadel Dining Services office in person or by fax at (843) 953-4993 as follows:
  - 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, Organization or Group/Party	Day	Date
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Location of Event	Estimated # of Persons	Time
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Purpose of Event

Services/Menu Desired Listed Below Or Separately if Necessary:

3. The above services are to be paid personally by:

Name of Individual, Social Security Number & Address	Home Telephone	Work Phone
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or

Organization, Federal Identification Number & Address	Telephone Number	Fax Number
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4. **TERMS AND CONDITIONS FOR NON-CITADEL ACCOUNT 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 estimated 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. A \$100 non-refundable deposit (Date received \_\_\_\_\_) is required to book and reserve the date for this event. A 50% down payment (\$ \_\_\_\_\_), based on the guarantee number, is required two (2) weeks prior to the event. The remaining balance (\$ \_\_\_\_\_) must be paid the day of the event. An additional 10% late charge will be assessed for any outstanding balances thirty (30) days past due. There is a 15% service charge on all "Non-Citadel Account Events". Credit cards are not accepted. Checks should be made payable to ARAMARK. The above terms are agreed upon as well as the catering guidelines on the campus-catering guide & website.

Dining Services Contact	Event Representative/Contact	Date
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