

Campus Cuisine To Go Policies & Procedures



Bookings, Guarantees & Cancellations

Advance Notice

A 24 hour notice for order placement is preferred. Orders may be placed by phone, fax or email. For orders placed by 4pm, we will make every effort to fulfill your request for the following business day.

A catering associate will contact you to confirm your order.

Every effort is made to accommodate all catering requests

Booking Confirmation & Payment

Campus Cuisine To Go will confirm your order within 24 hours with a bounce back email. All payment must be made prior to delivery.

A catering associate will contact you to confirm your order and take care of payment.

The following credit cards are accepted (MC, Visa, Amex, & Campus P- Card).

Minimum Orders & Delivery-Related Charges

All orders are drop-off deliveries only. Upon placing your order, your *Campus Cuisine To Go* Catering Associate will assist you in placing your order if additional services beyond delivery are requested. The delivery window is 8am-5pm, Monday through Thursday; and 8am-2pm on Fridays. **A \$5.00 delivery fee will be applied to every order.**

Cancellations

48 hour notification is required for all cancellations to avoid any additional charges.

Types of Services

Delivery Service

Menu items and beverages can be delivered to any location on the main campus. Paper products and disposable utensils appropriate for the menu items selected will be included with every delivery.

The event location must be unlocked and available at least 30 minutes prior to the event start time as shown on the event order.

Served Meals & Buffets

All served meals and buffets which also include china, linen and staff will be referred to The Orange Grove Bistro.