



Planning Your Special Event

We pride ourselves in being able to meet everyone's catering needs. The following steps will help you through the process of organizing your special function.

Arranging and Reserving a Date

First, to reserve a room or campus space for an event please contact the SMCC Facilities Coordinator at 207-741-5672 or 5662.

Then, please contact SMCC Dining Services to plan your menu:

- at 207-741-5566 or internally at extension 4566
- or email us at dining@smccME.edu
- or SMCC internal customers may use our on-line catering order form on our website, www.smccMEdining.com



Planning your Menu

Please contact SMCC Dining Services as soon as possible to plan your menu. We prefer 7 days notice in order to best meet your needs. We require 72 hours notice at a minimum. Last minute orders may be subject to product and staff availability. We reserve the right to add a \$25 late fee to your invoice.

Some arrangements may be made by phone or email; others require an appointment with the General Manager. This is the time for a thorough discussion of all specifics and details. We can help you make all the necessary decisions to determine which of the services that we offer would best fit your needs.




After we have finalized all the details of your special event, you will receive an event contract to be signed and sent back to us. All cancellations and final changes, including the customer guarantee count and payment, **MUST** take place at least two business days prior to your function. Charges will be incurred if you make any cancellations or changes after this time frame. If you do not contact us with a final count within the two business days allowed, we will prepare for the estimated number and charge accordingly.






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Event Confirmation and Guarantees




A guaranteed number of attendees is required 72 hours prior to your function. This confirmation and guarantee will include the exact times, location, attendance, menu choices and room setup. If your event is cancelled, you are responsible for contacting the catering department and canceling the event. You will be liable for 75% of your food bill for any event that is not cancelled within two business days, and confirmed in writing by the customer. If the campus is closed due to inclement weather, all catering events will be automatically cancelled.

Payment



All catered functions must have a secured payment before they occur. Most major credit cards and departmental accounts are all valid payment methods. Outside groups are required to make a deposit of 75% one week prior with the balance due at the conclusion of the event. Tax exempt organizations are required to submit a copy of their exemption certificate prior to their date.

With regard to payment for Wedding Receptions, a deposit of 50% is required at the time of booking, 25% at time of customer guarantee count (7 days prior) and the final 25% due on the day of the event.





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Alcohol Policy

All alcoholic beverages must be served by our personnel, and consumed in designated areas. Proof of age will be required. SMCC Dining Services reserves the right to refuse service of alcoholic beverages to any person. All personnel have completed the TIPS Training Program for Service.



Alcohol Service/Policy

A full bar setup (if liquor is planned) at a dinner or reception is \$2.50 per person. All necessary bar items except the alcohol, are provided with this charge, including nonalcoholic beverages, ice mixers, napkins and plastic cups. An additional charge for glasses will apply. We recommend at least one bartender for every 75 -100 guests for beer and wine service. The charge for a bartender is \$100 per bartender for a 4 hour minimum, \$20 per hour after the 4 hours.



Attendants

All of the standard catering events in this brochure will be set up and cleaned up by our service staff. We recommend that you have an attendant for all receptions and breaks for every 75 guests. To ensure that your event is a success, catering staff can be provided for all served meals and buffets. There will be a charge of \$75 per staff for a minimum of 4 hours, \$18 per hour after the 4 hours. For formal sit down dinners we recommend 1 wait staff for every 16 guests.



Catering Equipment

As the host of the catered event, you are responsible for the equipment we have provided for the service of your catered event. Any missing or damaged catering equipment or supplies will be charged to your account, at replacement costs. In the occurrence of a very large event, specialty equipment may need to be rented. We can provide this for you at an additional charge.



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China Charges

Our catering department provides high-quality plastic products as our standard menu pricing unless otherwise requested. We also offer China Service for any event at an additional charge.

Full Meal Service and Silverware	\$6.50pp
Coffee or Beverage China Service	\$3.50pp
Full Bar Glass Service	\$2.50pp
Reception China and Silverware	\$5.50pp



All of the above are charged per person.

Linen and Skirting

We will provide linens and skirting for food and beverage tables at no charge. Specialty linens are available upon request for an additional charge. Please contact our General Manager for available patterns and colors.



Food Removal Policy

Due to health regulations, it is the policy of SMCC Dining Services that excess food items from events cannot be removed from the event site. Items purchased for pick up should be properly stored prior to the event and removed and disposed of by the host of the event.



Floral Charges

We will be happy to coordinate all floral needs for your events, please contact our General Manager to discuss.