

Oakwood College Catering Guidelines

Food Guarantees:

Food guarantees must be received 72 hours (3 working days) in advance of the function. If we are unable to obtain a guaranteed number, the expected number will be charged. You will be charged for the number of people guaranteed or the number of actually served, whichever is higher.

Cancellation:

In the unlikely event of cancellation, the following will apply:

- *(30) days prior to arrival = 25% of estimated revenue*
- *(21) days prior to arrival = 50% of estimated revenue*
- *(14) days prior to arrival = 75% of estimated revenue*
- *(7) days prior to arrival = 100% of estimated revenue*

Purchase Orders:

All campus events will require a signed banquet event order and a purchase order from Oakwood College 72 hours (3 working days) prior to the function.

Payment:

*All private groups require a 50% deposit 2 weeks before event. The remaining is due 72 hours (3 working days) prior to the event, unless approved credit line has been established through Sodexo's accounting department. Please send payments to:
Sodexo Campus Services
7000 Adventist Blvd.
Huntsville, AL 35896*

Prices:

All private groups are subject to sales tax. If your group is tax exempt Sodexo requires a certificate to be on file in our accounting office at least 2 weeks prior to the event.

Linen:

We offer a variety of quality linen. Should you have a special request, arrangements need to be made at least (10) working days prior to the event.

Flowers:

Floral decorations may be requested through the catering department. Requests should be made (10) working days prior to the event. Charges will be added to your banquet event order.

Please feel free to contact our catering department about any questions or concerns at (256) 726-7087.

Client Signature _____ Date _____