Chartwells
College & University Dining Services

CHARTWELLS
The Roost Dining
AUM
Montgomery Al

EVENT START: 7AM **DATE:** Friday, November 04, 2011

EVENT END: 5PM **FOOD READY TIME:** 7AM;930AM;11:15AM;2:30PM

EXPECTED: 225 **GTD:** 225

LOCATION: BREAKFAST/BREAKS: 221-223; LUNCH:230

MENU

BREAKFAST-221-223-7AM
Fresh Fuit and pastries
Orange Juice
Hot Tea
Coffee
Ice Water

BREAK/221-223-930AM
40% Diet Coke; 40% Coke; 20% Sprite

LUNCH-230-11:15AM
GRILLED BBQ CHICKEN BREAST
PULLED PORK
POTATO SALAD
COLE SLAW
BAKED BEANS
CORNBREAD
APPLE COBBLER

BREAK-221-223-2:30PM
Cookies, Brownies, and Lemon Bars
40% Diet Coke; 40% Coke; 20% Sprite
Bottled Water

SPECIAL INSTRUCTIONS

All events other than lunch will be served on paper. Lunch will be China.
Server will be present to serve apple cobbler.
HEAD TABLE OF EIGHT WILL BE COMPLETELY SERVED!!!
Two Buffet Lines on each side of room 230 double sided.
Coffee requested for lunch but paper cups will be fine.

Administrator Responsible For Payment:

Authorized account personnel must sign contract & provide a PO # before faxing contract back to the catering office. Your event is not confirmed until this information is provided.

Client Signature **Date**

Catering Dept. Signature **Date**

GENERAL INFORMATION

EVENT NAME: AGA Conference
CONTACT: Katherine Clark
DEPT:
ADDRESS: P.O. Box 244023
Montgomery Alabama 36124
PHONE:
FAX #:
P.O. #:
CONTACT:
CONTRACT NUMBER: **TAKEN BY:** Erica Proveaux
DATE:

Is event being booked 48 hours or less, prior to event date?
YES **NO**

TYPE OF SERVICE

SERVED		DELIVERY	
BUFFET	X	PICK UP	
PAPER		SET UP	
CHINA	X	RECEPTION	

LEFTOVER FOOD POLICY

To enhance our service to you, we now allow remaining food to be removed from the premises at the conclusion of your event. Our main goal at AUM is to protect the safety of the foods that we serve to our customers. This occurs from the procurement, receipt, and storage through the preparation and service of the food. We have many checks and balances to ensure this, but once the food leaves the unit, the quality and the safety of the food can no longer be monitored or guaranteed by our associates. Once the food has been removed from the event, make sure to consume, discard or refrigerate the food within 2 hours. Please follow safe reheating and holding procedures for your food when it is served again.

Signed: **Date:**

CATERING TOTALS

	NUMBER	$$$$	TOTAL
FOOD	225	$12.95	$2,913.75
BREAKFAST	225	$7.49	$1,685.25
SODAS WATER	300	$1.00	$300.00
BREAK	225	$3.95	$888.75
FLOWERS			$0.00
LINEN			$0.00
CHINA	225	$2.00	$450.00
MISC.			$0.00
DELIVERY			$0.00
SUB-TOTAL			$6,237.75
SERVICE		0.0%	$0.00
SUB-TOTAL			$6,237.75
DISCOUNT			$0.00
SUB-TOTAL			$6,237.75
TAX			$0.00
TOTAL			**$6,237.75**

Thank you for booking your event with Chartwells Dining Services at AUM Please review this contract form to ensure your order has been correctly recorded. Final attendance numbers and/or menu changes for the event are due to the Chartwells Catering office no later than 72 hours prior to the event.

In the event that any portion or all of the food services are cancelled, unrecoverable and direct costs associated with the function will be charged to the sponsoring group, based on the following scale (excluding weekends and the day of the event): Cancellation made 72 or more hours prior - All unrecoverable costs associated with the event. Cancellation made 48-72 hours prior - 50% of estimated function less than 24 hours prior - 100% of estimated function revenues. Cancellation made 24-48 hours prior - 75% of estimated function revenues. Cancellation made In cases of inclement weather where the campus has been officially closed, no charges will be applied. Please note that a payment or a PO# is needed four business days before the event. In the case that payment or a PO# is not received four days before the event, the event will be cancelled. Chartwells will supply servers for designated events at no extra charge. However, if the event exceeds two hours, you will be charged $15.00 per person per half hour past the allotted time of the event.