

Catering Guidelines & Policies

Special Requests and or Customized Menus

Our Executive Chef is happy to accommodate special requests and design custom menus. Please make requests through our Conference & Event Services Office.

Table Linens & Skirting

Linens are included with full meal service. Tablecloths are available in White, Ivory & Black. Additional linens & skirting above the tables for seating and a buffet line are additional. For Wedding Receptions the head table and cake table will also be included. Any table requests above this are additional.

Tablecloths - \$5.00ea

Skirting - \$15.00 per table 6-ft table

Napkins - \$.25 ea

Bar Service

Bartenders - \$20/hr/per bartender (requires one hour before and after event for set up)

Bar Set up - \$75.00

Hosted, partially hosted and cash options available

Absolutely no liquor/alcohol may be brought on to PCC property. The Office of Public Safety may confiscate any and all unauthorized liquor/alcohol, escort violators off the property and or shut down the entire event and escort all attendees off the property. There will no refunds for lost time due to liquor law violations.

Food Safety

Food Borne illness is very dangerous. Food is extremely perishable so therefore for your safety we strictly prohibit you or any of your guests taking food from the premises. Should there be any leftovers they remain the property of PCC Catering. No credits or refunds will be issued.

Final Payment & Guarantee

Final count / guarantee along with payment is due 3 business days prior to the event. Friday-Sunday event - Tuesday by noon; Thursday event - Monday by noon; Wednesday event - Friday by noon; Tuesday event - Thursday by noon; Monday event - Wednesday by noon. If we do not have final guarantee by the deadline we will use the estimated count on record.

Cancellations

There is no charge for catering cancellations more than 5 business days prior to the event. Cancellations made 3 - 5 business days prior to event will result in a 50% penalty of total reservation amount. Cancellations made within 3 business days of event are non-refundable.

Changes or Late Orders

Changes to orders or orders received within 72 business hours of event must be approved by the Executive Chef and will be assessed a 25 %penalty in addition to the menu price. Orders within one business day if approved will be assessed s 35% penalty. Counts may not be taken down once guarantee has been made.

**THERE ARE ABSOLUTELY NO CHANGES TO CATERING ORDERS OR SET UPS
DAY OF EVENT.**

Taxes & Service Fee

All catering is subject to 7.4% tax unless tax exempt. State issued certificate designating tax exempt status is required in order to waive the tax.

All non-PCC catering is subject to an 18% service fee.



Conference / Dining Services
719 549-3074
eventplanner@pueblocc.edu

I have read and understand the aforementioned policies:

Signature

Date: _____