

COUNTY COLLEGE OF MORRIS Business and Finance Division Procedures	
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GENERAL

The Food Service Contractor provides catering services for approved special functions sponsored by the faculty, staff, students or associated organizations of CCM.

The Food Service Contractor will offer catering services to all County College of Morris sanctioned functions.

AUTHORITY

Contracted Agreement between Chartwells and County College of Morris.

RESPONSIBILITY

Director of Auxiliary Enterprises
Assistant Director of Auxiliary Enterprises
Director of Food Services

PROCEDURE

A. Ordering Guidelines

1. When organizing a catered function, the catering guide brochure should be consulted. This brochure has been provided to each department by the Food Service Contractor, and contains menus for various functions, a service and costing guide, a current price guide, and a Food Service Reservation Form.
2. The choice of menu, and other information called for, should be indicated on the Food Service Reservation Form, see attached.
3. Orders of \$100 or more require that a Purchase Order Number (not a Purchase Requisition Number) be indicated on the Food Service Reservation Form. To acquire the Purchase Order Number, an approved Purchase Requisition should be submitted to the Purchasing Department. A Purchase Requisition is not required for catering service orders of less than \$100.
4. All food orders should be submitted to the Food Service Contractor three weeks in advance of the event. A photocopy of the Reservation Form should be retained by the ordering department for reference purposes.
5. It is recommended that the ordering department obtain confirmation by phone that the Reservation Form was received by the Food Service Contractor. A further telephone call should be made two days in advance of the event, to confirm that all is in order.

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B. Costing Guidelines

1. An expectant count within 25% should be furnished to the Food Service Contractor two weeks prior to the scheduled event.
2. A final count will be required 72 hours before the event. Billing will be charged for this number of guests if they are present or not. In submitting the guest count, please consider any additional people to be fed, such as speakers, band members, or support staff involved with the affair.
3. If, for any reason, the catered event must be cancelled, the Food Service Contractor must be notified no later than 24 hours prior to the scheduled event. Otherwise, a billing will be rendered for the full number of guaranteed guests and/or selection requested.
4. Service time (applicable for weekend/holiday service only) for most served affairs is costed using a maximum time of two hours. This two-hour time span begins with a scheduled starting time and concludes when the last guest has left the dining room. If a speaker or other activity will require service time to be extended beyond two hours, there will be an extra charge. This includes a late starting time. If there is a possibility that a function might exceed this time frame, discuss the extra charge with the Food Service Contractor.
5. For larger groups where china may have to be rented, consult with the catering representative.
6. A minimum of 24 hours notice is required for coffee services.
7. Discuss any special arrangements or specifications when booking the event.
8. It should be noted that an additional charge may be required for a menu item that requires above average preparation time or extra staff. Any event that requires staff due to a lack of proper facilities may also require an additional charge. If an event should fall into this category, notification will be given in advance and any additional charges will be discussed.
9. The listed services are based upon service in the primary service facility during normal meal hours and do not include labor. The prices are based upon the use of disposable paper products; linen and china service may require an additional charge. Refer to the price list for the minimum event charge.



SPECIAL FUNCTION ORDER

Date order received by Chartwells

ORGANIZATION HOLDING FUNCTION Name: _____ Address CCM Contact: _____ Dept: _____ Telephone Number _____ Charge to Acct.#: _____	Type of Function: _____ Date of Function: _____ Day of Week: _____ Room(s) Assigned: _____ Food Prepared on _____ or Delivered _____ Time of: _____ Food Setup Time: _____ Event Start Time: _____ Clean-up Time: _____
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Persons Guaranteed	Number	Waitresses	Number
Persons to Prepare For		Bartenders	
Persons at Head Table		Tables	
		Chairs	

Tableware	China	Paper	Favors	Yes	No
Utensils	Silver	Plastic	Flowers	Yes	No
Linen	Cloth	Paper	Table Numbers	Yes	No
Hors' d'oeuvres	Yes	No	Place Cards	Yes	No
Type of Meal Wine			Candles	Yes	No
Type of Wine Glass			Photographer	Yes	No
Type of Toast Wine			Music	Yes	No
Type of Toast Glass			Projector & Screen	Yes	No
Cake	Yes	No	Blackboard	Yes	No
Signs	Yes	No	Podium	Yes	No
Coat Check	Yes	No	Public Address System	Yes	No
Guest Book	Yes	No	Type of Microphone	Yes	No
Gift Table	Yes	No			

MENU

ADDITIONAL COMMENTS

Price Per Person		Payment Terms	Invoice	Cash	Need Client Requisition?	Yes	No
Tax		Bar Arrangements	Cash	Open	Actual Number of Persons		
Gratuity			Chit	Other	Invoice Number (Acct'g. Dept)		
TOTAL PER PERSON		Chartwells WILL ACCEPT CHANGES IN NUMBER GUARANTEED NO LATER THAN: _____ Date _____ Hour _____ AM/PM					
No. Guaranteed X Total Per Person		Chartwells Representative _____ Date _____					
EXTRAS							
TOTAL		Authorized by: (signature)		Date			