



*Bethel  
College*

CATERING  
GENERAL INFORMATION  
AND POLICIES



WWW.BETHELKS.EDU



# BETHEL COLLEGE CAMPUS CATERING BY ALADDIN

## ORDERING INFORMATION

We suggest placing your order a minimum of seven business days (Monday - Friday) prior to the event to assure an appropriate lead time for ordering, preparing, and staffing. If you have needs that are outside of our ordering time frame, please give us a call at 316-284-5346. We continually strive to provide the best service and will accommodate special requests whenever possible. All prices and menu selections are subject to change without notice.

Phone .....316-284-5346  
Email .....aladdin@bethelks.edu

## ORDER CONFIRMATIONS

Upon receipt of your order, Aladdin Food Management Services, LLC will confirm your selection via fax. Please review the confirmation. If there are changes or corrections, please call 316-284-5346. All catering events require a signed confirmation before the event.

## GUARANTEE

All guarantees of guest counts and times are required four business days (Monday - Friday) before the event. If you do not contact us with a final count four business days prior to the event, we will prepare for the estimated count from the signed confirmation and charge accordingly. Confirm your guest count with Aladdin at 316-284-5346.

## CANCELLATIONS

There is no charge for cancellations made at least four business days (Monday - Friday) before the event. Cancellations made fewer than four days prior may incur partial charges. Cancellations made within 48 hours of the event will incur 100% of the charges. Food and nonalcoholic beverages must be provided by Aladdin Food Management Services, LLC at catered events, with the exception of wedding cakes, special mints and/or other approved specialty items. Aladdin Food Management Services, LLC does not allow any leftover food items to be taken home.

## SECURITY AND LIABILITY

Aladdin Food Management will not assume any responsibility for the damages to or loss of any merchandise or articles left at the function prior to, during, or following an event. If any valuable items are to be left in the banquet area, it is recommended that a security patrol be retained.

## CHARGES AND PRICING

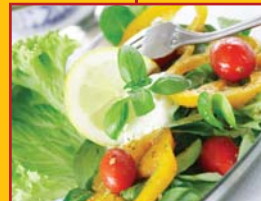
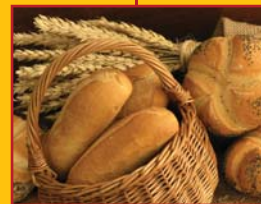
All catering function pricing is based on the type of service that is required for the event (please refer to "Types of Service" section for detailed explanation of each type of service). All events are based on a two hour period for meal and program. If the event goes over the two hour period, there will be an additional labor charge of \$15.00 per labor hour until the event concludes.

*Bartending Services* .....**\$18.00 per hour per bartender**  
*Additional Servers* .....**\$15.00 per hour per server**  
*Cake Cutting Services* .....**75¢ per guest**

*All service is entered without gratuity. However, if you choose to reward the staff for their service, any gratuity will be welcome and should be given directly to the employees.*

## BILLING

All events not being charged to a campus account number will be subject to sales tax unless we are provided with a tax exemption letter at the time the guarantee number is given. All events that are not billed to a campus account number will require a 50% deposit two weeks prior to the event with the balance due at the completion of the event. We accept cash, check (please make checks payable to Aladdin Food Management Services, LLC) and all major credit cards, except American Express.



## TYPES OF SERVICE

Aladdin Food Management Services, LLC executes all types of events from formal events for dignitaries to customized surprise birthday or anniversary celebrations to company picnics. This document features our most popular types of service and pricing. However, we can customize your event menu and service upon request. Any deviation from the following types of service will be considered a custom event.

### SERVED

The main course will be the only course that will be served. The first course, dessert, and beverages (iced water and iced tea) will be preset. The place setting will be china including a salad plate, dinner plate, dessert plate, water goblet, iced tea goblet, knife, salad fork, dinner fork, spoon, dessert fork or spoon, and cloth napkin. Each guest table will have a centerpiece (*the materials, design, and color of the centerpiece will be at the discretion of Aladdin Food Management Services, LLC*) and any specific colors and/or design requests will be considered a custom request and will be priced accordingly. All centerpieces shall remain the property of Aladdin Food Management Services, LLC. Appropriate condiments provided as menu dictates. (*example: cream, sugar/sugar substitute, salt, pepper, etc.*)

#### *Meal will consist of:*

- First Course – Salad selection (*preset*).
- Main Course – Entrée selection, a starch, one vegetable, and bread w/ butter.
- Dessert – One dessert selection (*preset*).
- Beverage – Coffee, Iced Tea, and Water will be served throughout the meal until the program starts.

### BUFFET

The meal service will be served buffet style (*minimum 20 people*). The food will be presented on (*a*) skirted table(s) with a centerpiece using appropriate display trays and chafing dishes, with the exception of dessert and beverages. Dessert and beverages (*iced water and iced tea*) will be preset. Guests will serve themselves from the buffet table(s). Buffet style does **NOT** mean that the service is “all you care to eat”. There will be sufficient food for the guests to go through the buffet line once. The place settings will be china, including a dinner plate (*on buffet table*), dessert plate, water goblet, iced tea goblet, knife, fork, spoon, dessert fork or spoon, and cloth napkin. Each guest table will have a centerpiece (*the materials, design, and color of the centerpiece will be at the discretion of Aladdin Food Management Services, LLC*) and any specific colors and/or design requests will be considered a custom request and will be priced accordingly. All centerpieces shall remain the property of Aladdin Food Management Services, LLC. Appropriate condiments provided as menu dictates. (*example: cream, sugar/sugar substitute, salt, pepper, etc.*)

#### *Meal will consist of:*

- Salad – Mixed Greens with three dressings & three toppings, two prepared salads.
- Main Course – Entrée selection, a starch, two vegetables, and bread w/ butter.
- Dessert – One Dessert Selection (*preset*).
- Beverage – Coffee, Iced Tea, and Water will be served throughout the meal until the program starts.

### PICNIC STYLE

The picnic style meal service is designed to be a no-frills type of event that will be served buffet style (*minimum 20 people*). Guests will serve themselves from the buffet tables. Buffet style does **NOT** mean that the service is “all you care to eat”. There will be sufficient food for the guests to go through the buffet line once. The place settings will be disposable including a dinner plate (*on the buffet table*), cutlery kit (*fork, knife, spoon, and napkin on the buffet table*) and beverage cup (*beverage table*).

#### *Meal will consist of:*

- Salad – Mixed Greens with three dressings & three toppings, two prepared salads.
- Main Course – Entrée selection, a starch, two vegetables, and bread w/ butter.
- Dessert – One Dessert Selection.
- Beverage – 10 ounces (*total per person*) divided in a selection of Iced Tea, Lemonade, or Water.





## RECEPTION / CONTINENTAL BREAKFAST(S)

The reception (or continental breakfast) service will be served buffet style. The food will be presented on (a) skirted table(s) with a center piece and with appropriate display trays and chafing dishes. Guests will serve themselves from the buffet tables. The buffet tables will have clear plastic plates, cocktail toothpicks (and/or plastic forks, depending on menu selection), paper cocktail napkins and clear plastic punch and/or coffee cups. Appropriate table linens can be supplied for guest tables for an additional cost. There will be no serving personnel other than to deliver, set up, and tear down the event.

### TYPE OF SERVICE COMPARISON MATRIX LUNCH AND DINNER ENTRÉE

Service Item	Served China	Buffet China	Picnic
<i>Food Courses</i>			
First Course	Yes (Preset)	Yes	Yes
Second Course	No	No	No
Main Course	Yes	Yes	Yes
Dessert	Yes (Preset)	Yes (Preset)	Yes (Buffet)
Beverage	Yes (Preset)	Yes (Preset)	Yes (Buffet)
<i>Table Setting</i>			
Silverware, China Plates, Cloth Napkins, Glass Goblets, China Coffee Cups & Saucers.	Yes	Yes	No
Plastic Flatware, Disposable Plates, Paper Napkins, Disposable Cups.	No	No	Yes
Table Cloths for Guest Tables	Yes	Yes	No
Floral Arrangements for Guest Tables	Yes	Yes	No

### RECEPTION EVENTS

Service Item	Formal	Semi-Formal	Informal
<i>Buffet Table</i>			
Cocktail Forks, China (or Clear Glass) Plates, Cloth Napkins, Glass Goblets, China Coffee Cups & Saucers.	Yes	No	No
Cocktail Toothpicks, Clear Plastic Plates, Paper Napkins, Disposable Cups.	No	Yes	Yes
Tablecloths for Guest Tables	Yes	Yes	No
Floral Arrangements for Guest Tables	Yes	No	No