

---

# Planning Your Special Event

## Arranging and Reserving a Date

Even if the event is tentative, please contact the Catering Department so we have you on our calendar. The only information we need to get started is the date of the event.

Time, location and the approximate number of guests should be made available to our office as soon as possible, but no later than 5 business days prior to the event. Unfortunately we cannot guarantee service of all short term events which are set up with less than 5 day notice.

## Reserving a Room

The location of the event needs to be determined prior to our servicing the event. When reserving the room, please contact the Scheduling & Events Support Services Office at (213) 736-7440.

Room set ups, tables, chairs, and other equipment arrangements need to be made by you with the number listed above for each location. The Chef/General Manager will advise you on the total number of tables needed based on your menu and guests counts. Please allow additional time for set up prior to the start time of the event and additional time for clean up following the event when booking the room.

## Set Up / Clean Up Times

### Served Meal

Allow 2 hours for set up and 2 hours for clean up

### Buffet with Dining Tables

Allow 1 1/2 hours set up and 1 hour clean up

### Buffet Only

Allow 1 hour set up and 1 hour clean up

### Reception

Allow 1-1 1/2 hours set up and 1 hour clean up

### Beverage Service

Allow 1/2 hour set up and 1/2 hour clean up

---

## Planning Your Special Event Cont..

### Contact the Catering Office

You should contact the catering office at least 5 days prior to the event. We will either make arrangements with you by telephone, fax, email, website or by appointment. For more complex events an, appointment with the Chef/General Manager will be arranged.

Office Hours	8:00 am - 3:30 pm (Mon-Fri)
Telephone Number	213-736-1133
Fax Number	213-382-5815
Email address	catering@lls.edu
Website	<a href="http://intranet.lls.edu/sonias/catering/index.html">http://intranet.lls.edu/sonias/catering/index.html</a>

### Food and Beverage Orders

Food and beverage orders require a minimum of 5 business days notice. The Catering Department will try to accommodate requests for services within reason. Unfortunately we cannot guarantee service of all short-term events, which are set up with less than a 5 day notice.

To determine your food and beverage needs, please review the enclosed menus. If you would like to design a special menu with our Chef, we will be happy to customize one with you. Once your selections are made, a Function Sheet will be prepared by the Catering Department and provided to you.

### Confirmation of Details

After finalizing the details of your event, you will receive a Function Confirmation Sheet itemizing all the details of the event. Please carefully review all the information for accuracy and completeness, sign and fax to the Catering Office at 213-382-5815. All orders must include a budget number or payment information before your event can be approved.

### Menu Changes

Any request for changes to menu items must be made by the date listed on function sheet.

These changes are not considered approved until a revised Function Sheet is completed and sent to you for your approval. The revised Function Sheet needs to be signed and returned to the Catering Office.

In the event we are unable to provide you with a particular menu item, we will notify you as soon as we are aware of the situation and make recommendations for substitutions appropriate to your event and budget.

### Guarantee Policy

To ensure proper service, final guarantees of guest must be confirmed with the Catering Office 3 business days prior to the event. For all weekend functions, the final guarantee of guests is required by 2pm the Tuesday prior to the event. Charges will be billed for the guaranteed number or actual attendance, whichever is greater. If a final guarantee is not confirmed within 3 business days, we will prepare for the estimated number and charge accordingly.

## Planning Your Special Event Cont..

### Cancellations

There is no charge for events cancelled at least 3 days prior to the event. Cancellations made less than 5 business days prior to the event will be charged for costs to that point. Cancellations made the day of the event will incur 100 percent of the charges. If the Law School is closed due to inclement weather, all catered events will be automatically canceled and we can assist you with rescheduling at a future date.

### Payment

All Law School sponsored events must include budget number on the Function Sheet. For non Law School events Visa, MasterCard and checks are all acceptable methods of payment. Non Law School sponsored events are required to make a deposit of 75 percent of the estimated total when the Function Sheet is signed with balance due at the conclusion of the event. Tax exemption organizations are required to submit a copy of their exemption certificate prior to the date of event.

### The following taxes are additional to the prices for non Law School groups:

15 percent Service charge  
8.25 percent Sales tax

### Minimum Charges

There will be a \$10 delivery charge for orders under \$25.

### Service Equipment

Our catering Department provides high quality plastic products as standard for all events and menus.

### If you require china service, the following fees apply:

Full service meal	\$4.00 per person
Breaks	\$2.00 per person
Receptions	\$2.00 per person
Bar/Coffee Service	\$3.00 per person

To ensure orderliness at events when china is used, it is our policy to provide wait staff for a charge.

### Linen

Tablecloths and skirting are provided for all food and beverage tables with each food order. Linen for guests (dining) tables is included only with full service meals and buffets. Linen for guest tables for receptions, breaks, boxed lunches, registration, speaker tables, name badge tables, and materials tables are available for the following fees:

85" Square tablecloth	\$5.00 ea.
Banquet tablecloth	\$5.00 ea.
Table skirts	*inquire
Linen napkins	\$1.00 ea.

Specialty linens are also available for your food and guest tables at an additional cost. Please set up an appointment to view the linens.

---

## Planning Your Special Event Cont..

### **Floral**

We will be happy to order, receive and handle specific floral and decorative requests for an additional fee determined in accordance with your specific needs.

### **Service Staff**

Continental breakfasts, and receptions are priced for self-service. Buffet style functions are staffed with one attendant for every 25 guests and are included with the per person price. All waited meals servers are included. Served meals are priced on an individual basis. Events that require additional attendants, bartenders or station chefs will require additional fees. There are additional labor fees for weekend events. Contact the Catering Department for additional labor charges.

### **Catering Equipment Loss**

As the host of your event, you are responsible for the equipment we have provided for the service of the event. Any missing equipment or equipment damaged by guests will be charged to your account, at replacement cost. In the occurrence of a very large event, specialty equipment may need to be rented. We can provide this for you at an additional charge.

### **Sustainable and Organic Menus**

While we strive to use sustainable and/or organic products we can not guarantee unless you plan your event accordingly. We can create fresh and healthy menus using local products that are free of pesticides, hormones and antibiotics. Some items may be limited based on availability. Please plan on paying an additional premium per person.

### **Food Removal Policy**

Due to health regulations, it is the policy of Sodexho Catering Services that excess food items from events cannot be removed from the event site. Items purchased for pick up should be properly stored prior to the event and removed and disposed of by the host of the event.