

Catering Policy
NC A&T Alumni-Foundation Event Center
Effective September 15, 2008

The NC Alumni-Foundation Event Center (Center) welcomes the catering community to work in partnership with the NC A&T Alumni-Foundation Event Center. All qualified caterers are invited to service the facility so long as they adhere to the catering policies of the center. Qualified caterer shall mean a license business regularly operating catering services to the public and whose food preparation facilities are inspected by the appropriate local agencies that are for the protection of public health. A Catering Agreement must be on file along with the supporting evidence of insurance fifteen days prior to the servicing of any event.

The North Carolina A &T University Foundation, Inc. reserves the right to identify preferred caterers, as evaluated by its clients, and offer the “preferred catering” moniker to selected caterers. The preferred caterer* category recognizes the best-of-the best as judged by clients. Other factors will include the number of events, adherence to event center policies and facilitation of events with administrative staff of the Center.

Preferred caterers will be required to execute a contract with the Center, make a deposit to cover possible damages or failure to execute contract provisions and pay the required non-refundable flat fee to the center fifteen-days in advance of the event.

The non-refundable flat fee is designed to provide reimbursement to the center for costs associated with servicing an event. **The fee is a per-event fee. The fee schedule is based upon the number of customers serviced at the event.** These costs include water, electricity, external trash removal, placement of pre and post event catering service tables, maintenance of warming kitchen equipment, rest rooms, etc. The event center reserves the right to adjust the fees to reflect changes in business costs. The non-refundable fee schedule is below:

Non-refundable Fee Schedule

People Served

0-50	\$ 40
75-175	\$ 150
200-350	\$ 300
400-650	\$ 400
650-800	\$ 500

Where alcohol beverages are dispensed by the caterer for sale, the event center shall be entitled to ten (10%) of the gross receipts. These fees are in addition to the above fee schedule. The responsibility for alcohol permits, license and insurance is the sole responsibility of the caterer.

Note:

The event center does not have cooking facilities. It has a food staging (warming kitchen) that include stainless steel tables and an ice machine. Caterers are invited to take a tour of the facility. Tours may be arranged by calling the event center – 336-433-5566.

*Sodexo is the only caterer that serves as a preferred caterer for the A&T Alumni-Foundation Event Center. Sodexo is also the caterer of NC A&T State University.