

EPISD CATERING

CATERING POLICIES AND PROCEDURES



CATERING MANAGER: 236-8449

CATERING OFFICE: 230-2166

OFFICE HOURS: 8:00 AM –3:00 PM

EFFECTIVE OCTOBER 1, 2018

EPISD FOOD SERVICE DEPARTMENT

EPISD Food Service Department
6531 Boeing Dr.
El Paso, TX 79925

Thank you for choosing the EPISD Catering Department!

Our goal is to provide you with assistance in planning your catered event as well as guide you in choosing a menu that will compliment your group and budgetary requirements.

How to place an order for your event:

Call our catering representatives and give them the details of your event. Date, location, time of service, menu suggestions, name of event, number of participants, contact person and contact phone and Email will be needed. At this time please request any optional services needed (service personnel, table dressings, etc.). You will receive a call from the catering department to solidify your menu and confirm details.

Our catering representative will then E-mail you an estimate for your approval. (If paying by check please specify at time of booking.) Please E-mail the signed document (with account number) and your catering request memo to the catering department. It will be processed and the event will be booked.

- **Full meals and receptions should be called in at least 14 days before the event.**
- **Please call in refreshment orders (beverages, cookies, etc.) to the catering office at least 10 working days prior to the event.**
- **A "Rush Fee" Of 25% may be applicable to all caterings that are not requested in the above time frames. .**

Policies

If table coverings or table drapes are desired, please notify your catering representative at the time you place your order.

The catering department requires a minimum of three working days notice when canceling any event. If cancellation does not meet this deadline a 40% stocking fee will be charged.

Missing equipment will be subject to a replacement charge.

Please have serving tables available for catering use at the service site.

To finalize caterings, a verbal confirmation is required.

Optional Services

Table cover \$15.00/table

Hourly service personnel are available to serve your event. Minimum of one hour required.

In Service Hours (7 am- 2:30 pm) . . . \$17.00/hr

Out of Service Hours \$33.00/hr

On-site Set-up 15% of total or \$15.00 (whichever is greater)

Secondary Set-up Fee. \$15.00