



### **Planning Your Wedding**

*Thank you for choosing Flavours by Sodexo from William & Mary Dining Services for your special day. The following information, along with our sales staff, will assist you with planning your special event. We like to meet with our couples in person to provide advice and guidance while planning your event. You may contact our Catering Manager at 757-221-1437 or by visiting our website at <http://dining.wm.edu/catering> to schedule a meeting.*

### **Reserving the Date**

Please notify our Catering/Wedding Sales office (even if the date or guest count is only tentative) so we can save the date on our calendar!

### **Reserving a Location**

Whether the event is to take place on or off campus, a confirmed reservation for the location is required before we can make deliveries. Tables, chairs, and other equipment may be arranged through the catering office at 757-221-1437.

### **Selecting a Menu**

This guide is meant to give you an idea of our available menu options; however, we are not limited to these selections and are happy to customize a menu to meet your specific needs. All wedding packages include a maximum of four hours of labor built into the price of the meal. Additional labor charges will be incurred if your event exceeds this limit.

After the deposit has been received, we will gladly schedule a complimentary tasting to assist you with making menu selections. Once you have selected your menu you will receive a confirmation order for your review and agreement.

### **Guest Count Guarantees**

Event preparations are based on the specified number of guests. An estimated guest count is due at the time of booking and a final guaranteed guest count must be provided one week/ seven days in advance of your event.

### **Deposit and Payment**

A deposit for 25% of the total cost of the catered event is expected eight weeks in advance. Final payment is due at the conclusion of the event. All prices are subject to a 13% administrative fee, 4.3% state, 1% local, 1.7% special, and 5% meals tax. Acceptable forms of payment include cash, registered checks, American Express, MasterCard, Visa, Discover and all major credit cards. All deposits will be deducted from the final bill.

### **Cancellation Policy**

Events or menu items can be changed or cancelled with no charge, minus the non-refundable event deposit fee, any time prior to four weeks in advance of the event. Events or menu items changed or cancelled less than two weeks in advance of the event are subject to a 50% charge. Events or menu items changed or cancelled within one week of the event are subject to a 100% fee for all food and beverage items ordered, minus labor fees.



**WILLIAM & MARY**  
**DINING SERVICES**  
 Catering

**Additional Services**

*All agreed upon event details, services and associated charges will be clearly outlined in your customized event contract once details are finalized. We will gladly assist you to coordinate receiving all deliveries from your contracted vendors. Depending on scope of coordination, additional charges may apply.*

**Wedding Cake**

All wedding cakes must come from a licensed provider. A cake cutting fee of \$3.00 per guest will be added to cut and serve the cake to your guests.

**Flowers**

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

**Linens**

Standard linens are provided for all food and beverage tables. Additional linen for tables not directly used for food or beverage set up can be provided for an additional fee. Prices will vary depending on size, color and style. Specialty linens are also available upon request for an additional fee. Your Catering Sales Coordinator will be happy to discuss choices and details with you.

**China Charges**

The following charges will apply for china and silverware services for weddings:

- Full Meal China, glass and Silverware Service.....\$4.00 per guest
- Reception China and Silverware Service.....\$2.00 per guest
- Eco-friendly service-ware.....\$1.00 per guest
- Disposable service-ware.....No additional charge

**Event Length and Service Staff**

Customized menus and event times longer than four hours may require additional or special service staff that will be charged at hourly rates. Service staff is included in the price of all menu selections, except bars.

- Station Chef.....\$75.00 per hour; minimum 3/4 hours
- Bartenders.....\$120.00 per event
- Additional service labor past 4 hours.....\$25.00 per staff member per hour



### **Alcohol Service Policy**

*The College of William & Mary Dining Services provides alcohol in accordance with university policies and state law. All alcoholic beverages must be provided by the College of William & Mary Dining Services and must be served by the College of William & Mary Dining Services personnel. Proof of age will be required to serve your guests. No "shots" of alcohol or pitchers may be poured. The College of William & Mary Dining Services reserves the right to refuse service of alcoholic beverages to any person. All personnel have completed the Serve Safe Training Program for Service.*

### **Alcohol Procedures**

All beverages are to remain within the facility. Beverages not consumed will remain the property of the College of William & Mary Dining Services in accordance with the laws of State's Name.

Non-alcoholic beverages and food must be served the entire duration that alcohol is served. All bars will include sodas and waters, which are billed per consumption, unless otherwise requested. Bartenders are an additional cost and will include bar set-up and breakdown labor in the charges.