

Catering Policy

Purpose

To define the scope of service and provide guidelines for requesting catering, room rental, and audio visual services.

Policy

In order to exceed the needs of you and your guests St Clare Health Center offers completely customizable menu selections and room setups to enhance your catering experience whether you need a quick room for a meeting of two or a five course dinner for two hundred, our staff will be happy to design your function to your specifications ensuring that the event is flawless.

Procedure

In order to assure you and your guests a flawless experience, please observe the following:

Room Reservations:

Please contact the catering office at 636-496-2714 to reserve your room, at this time you will be required to provide the date of your function, start and end times for your function, number of people expected in attendance, and whether food or beverage services will be needed. The room minimum fee is based on the size of the room you need and will be provided for you at the time of booking, if your minimum is met in food and beverage revenue no additional fees shall be charged.

Audio Visual:

Every room in the St Clare Education Center is equipped with an LCD projector and drop down screen with video and computer inputs. In addition polycom phones for conference calls, DVD and VCR players, microphones, flip charts, podiums, and white boards are all available on a first come first serve basis please let your catering manager know your needs when making your room reservations.

Each computer lab offers all of the amenities listed above as well as a land line phone and twelve computer terminals for education purposes.

Special Room Setups:

Diagrams or detailed descriptions must be submitted to the catering office and clarified a minimum of seventy two hours prior to the start of your function.

Food and Beverage Requisition:

Copies of the catering menu and prices are available by contacting the catering office at 636-496-2714, all food items and guaranteed counts are due to the catering manager a minimum of seventy two hours prior to the start of the function. At St Clare we understand the hectic nature of our business so last minute food requisitions will be handled to the best of our ability but the items may be limited based upon availability with less than seventy two hours notice.

Financial:

All catering services sponsored by an internal department will be charge at cost to the ordering department by departmental transfer, the department and account numbers must be provided at the time menu items and guarantee count are due.

For external catering events final payment is due by cash, corporate check, or credit card twenty four hours prior to the start of your function. Credit cards may not be used for functions without proper authorization

Miscellaneous:

Decorations such as centerpieces or other floral arrangements or ice carvings can be ordered by the catering department at your request. All charges will be billed at cost to the requesting party, a written estimate can be provided with the proper notice prior to ordering.

All tables, linens, skirts, and any other necessary equipment requested will be ordered by the catering department and charged at cost to the requesting party, a written estimate can be provided with the proper notice prior to ordering.

Any caterings cancelled with less than twenty four hours notice will be billed at the original agreed upon price.

A minimum of fifteen people are required for hot breakfast, lunch, or dinner buffet presentations.

Additional labor charges such as carvers, servers, or bartenders acquired through temporary agencies will be bill at cost to the function.

Outside Food:

Outside food may be brought in by internal departments but still be subject to appropriate room minimum charges for the setup, breakdown, and cleanup of your event. The catering department will provide you with the total charge at the time of room reservation.

Outside food may not be brought in by any external function without prior approval by the appropriate SSM representatives and may still be subject to room minimum charges for the setup, breakdown, and cleanup of your function. Our chef will work tirelessly with you to develop a custom menu that you and your guests will be completely satisfied with.