

WELCOME!

Welcome to Cabin Creek Catering. Cabin Creek has creative solutions for all of your catering needs. From morning coffee and pastries, to elaborate sit down dinners, or even a holiday party at your home. We are committed to providing the finest service and highest-quality food to insure your complete satisfaction.

Although our menu shows a variety of options, it is our goal to customize our products to suit your individual needs. Allow us to create a unique event tailored just for you.

Imaginative menus, artistic displays and professional staffing make us a perfect option for your event. Thank you for your consideration of our services. We look forward to working with you!

Ashley Doyle
Catering Coordinator

BOOKINGS

PROCEDURES

Booking your event is as easy as picking up your phone and calling our Catering Coordinator, Ashley Doyle, at (407) 582-2560. She will walk you through the procedures every step of the way. You will begin by filling out a catering request form that will provide the information necessary to draw up your catering proposal. To insure product availability and adequate planning time, please provide a 72 hour notice (3 working days) prior to your event. We recommend at least 3 weeks for larger events or functions that require special planning. Any bookings received less than 72 hours from the event may be assessed a service charge.

EVENT CONFIRMATION

Once you have received your proposal, it is very important that you look over all the information to insure its' accuracy. An authorized person should then sign the form and fax it back to Ashley at (407) 582-2560. Any changes must be made within 48 hours (2 working days) of the event.

GUARANTEED NUMBER

A guaranteed number is required 48 hours prior to events. A guaranteed number is the minimum number of guests for whom you will be charged. If you go over your guaranteed number, you will be charged accordingly. If we do not receive a guaranteed number by noon two business days prior, the estimated number given at the time of the booking becomes the guaranteed number.

CANCELLATIONS

Notification of cancellation must be made by calling our Catering Department at (407) 582-2560 two business days prior to your event. Without proper cancellation notice you may be charged in full for the event.

PAYMENT

For all events being charged to a College Account, a Purchase Order number is required. Campus- funded events are tax-exempt. All other events require a 50% deposit along with the signed event proposal. The balance is due 48 hours prior to the event along with the final guaranteed number of guests. Additional charges incurred during your event are due and payable upon receipt of invoice. The total food and beverage cost is assessed a Florida sales tax.

ORDERING TABLES

You can order your tables through Plant Operations. They prefer 5 working days notice before the event date. When you make your food arrangements, we will advise you of the number of tables needed for your food and beverage.

SET-UP DIAGRAM

Please fax a copy of your room diagram to Plant Operations and the Catering office. This will insure that your room is set-up to your specifications. The Catering fax number is (407) 582-8853.

ROOM AVAILABILITY

It is the responsibility of the person booking the event to make sure the building and room are open and accessible to be set at least 3 hours prior to the set time indicated on your Catering Request form.

LIABILITY

All displays and catering equipment are the responsibility of the host from the start of the event until the scheduled pick up time. A charge will be added to the original bill for any items not returned from the event. Due to Florida's Department of Health regulations concerning temperature and proper storage, food and beverage may not be removed from the premises following your catered event.

MINIMUM ORDERS

There is a \$75 minimum order requirement for all events held at off-site locations. Off-site locations are those other than East, West and Osceola Campuses that do not have food preparation facilities and on-site catering staff.

SERVICE PERIODS

Cabin Creek Catering's normal service hours for Valencia functions are Monday thru Thursday from 7am until 5pm, and Fridays from 7am until 2pm. Summer hours may vary. These are the hours in which kitchens are open for business and personnel are on hand to serve you. All events occurring after normal service hours, including, weekends and holidays, may be accessed a 19% service charge.

EXTRAS

Cabin Creek does not include the cost of linens, china and staffing into the price of its' food and beverages. This allows us to maintain a "lower than Industry standard" of pricing. We will gladly provide these extras at a minimum cost to you, to achieve the event ambiance that you desire.

SERVICE PERSONNEL

Servers: \$18 per hour
Action Stations: \$20 per hour

Bartenders (Beer & Wine): \$18 per hour
Hostess/Attendant: \$20 per hour

Our general guidelines for staffing are as follows:

Bar Service: 1 Bartender per 100 guests (Beer and Wine service only)
Served Meals: 1 Wait Staff per 15 guests
Receptions: 1 Wait Staff per 50 guests
Hostess/Attendant: 1 Hostess per event

These services are optional and are billed per hour, per staff member to include a 1 hour set-up and break-down period.

CHINA SERVICE

China service for meals and receptions will be billed at an additional cost of \$3 per person

LINENS

Tablecloths and skirting are provided for all food and beverage tables. Skirting for tables other than the food and beverage tables can be purchased through Kirby Rentals at (407) 422-1001. Our catering staff can be responsible for the pickup and return of these rentals for an additional service charge plus the cost of the rentals. Tablecloths for extra tables (i.e. registration table) and specialty linens are available at additional costs.

EVENT AMBIANCE

Optional themed décor and staffing attire, centerpieces and assistance in creating that special atmosphere are all available upon request. Please discuss any such desires with the Catering Coordinator when booking your unique event. We will provide suggestions as well as pricing.