

## PLANNING YOUR EVENT

When planning your event, keep in mind that larger, more involved events require more planning and coordination. Therefore, all special dinners or receptions should be scheduled at least two weeks prior to the event. In order for us to provide the highest quality of service to you, we require that any function be booked at least two weeks in advance of the event.

While planning your event and selecting a menu, remember to consider the following:

- Theme of event
- Approximate number of guests
- Location - Physical considerations
- Time of service - appropriate time of day for food
- Dietary requirements and or restrictions, vegetarian
- Season- weather, temperature and availability
- Special requirement – room layout, table needs, linen needs, flowers

## BOOKINGS

Our Lady of Lourdes Medical Center Food & Nutrition Services staff are available to take your orders between the hours of 9 a.m. to 4:30 p.m. Monday through Friday at 856-757-3593 or by fax at 856-635-2698. We proudly accept major credit cards (Visa, Master Card, and American Express), as well as checks. All bookings will require contact information and are to be paid in full either prior to the event or the day of the event.

## GUARANTEE AND CANCELLATION

A guaranteed number of participants must be received and acknowledged by the Food & Nutrition Department no later than 72 hours (3 business days) prior to the event.

Cancellations must be received and acknowledged by our office at least three days prior to the event to avoid a cancellation charge. Cancellations received within 72 hours of the event will be subject to a cancellation fee equaling 50% of the event quote.

## ADDITIONAL CHARGES

### ATTENDANT SERVICE CHARGE

*Attendants will be necessary for sit down events or Lunch/Dinner events of greater than 40 guests.*

Events greater than 40 guests per labor hour.....\$ 25.00 (minimum of 4 hours)

Events greater than 80 guests per labor hour.....\$ 50.00 (minimum of 4 hours)

## RENTAL

Occasionally a special event may require items not normally supplied by Food & Nutrition Services (special tables, linens, chairs, china, etc.) and must be rented to accommodate your event. These costs are offered as a separate expense above those of food items.