

## **Guidelines for Catering -- Second Baptist Church**

**Our mission -- to provide an evangelistic outlook to both members and visitors of the church and provide the best quality of food and service at the best price.**

In an effort to be wise stewards of the church's resources, Food Services will be requesting additional volunteerism from staff and church members to facilitate events. The following guidelines will be used for catering events:

### **Events with less than 50 attendees after normal business hours (8:00 a.m. - 5:00 p.m.):**

- If your ministry has confirmed and scheduled a room that permits food, your group can bring in outside catering or "pot luck" type meals. If you need suggestions or menus for outside sources, please contact Bethany Hardcastle at 713-365-2324. Your group or caterer will be responsible for set up and clean up.
- If you do bring your own food in and need beverages provided, you can either have the Facilities Dept. provide canned sodas and / or bottled water iced down and delivered to your room (through service set-up request) or have Food Services provide tea, coffee and water pitchers (through interoffice invoice). Please have a Second Baptist staff member order these for you through the proper forms. If you are a staff member, contact Joe Precup's office for the sodas and water and Bethany Hardcastle in Food Services for tea, water & coffee. You can inquire about pricing with these people.
- If you do want Second Baptist Food Services to cater your event with less than 50 people, a labor charge will be added to your bill, depending on the number of people.
- Food Services can supply foods like vegetable trays, fruit trays, sandwich trays, cheese trays and dessert trays that require no hot foods. To avoid any extra charges, someone from your event must have security open the kitchen, pick up the food, transport to your event, set up and bring dirty dishes, trays and utensils back to the kitchen. If you want a food service employee to deliver and break down, an additional \$75.00 will be added to your bill. A two week notice on this type of order is preferred, one week noticed is necessary.

### **Events with 50 or more attendees anytime:**

- Once your room is booked, please call the catering office to see if our staff is available and not booked for other events. Our catering menu features all inclusive meals from \$9.95 to \$22.95 per person. Depending on which catering menus you select from, some include linens, china and silver and some include plastic ware. It will be clearly noted on the menus.
- Most meals are served buffet style, unless discussed prior to the event.
- For custom menus, please contact Bethany Hardcastle; please have a budget per person in mind.

### **Events with less than 50 attendees during normal business hours:**

- If the event takes place during operating hours, Food Services can provide set-up and clean up. Normal operating hours are from 8:00 a.m. - 5:00 p.m. These hours may be limited in summer months when main kitchen is closed.

### **General information:**

- After placing a catering order, all information, prices and special instructions will be typed up for signature. A firm headcount is required at least 48 hours prior to the event. Unless amended by the Food Service Director, payment is required for the number of participants stated on the catering form. For example, if 100 meals are ordered 82 people actually attend, payment is required for the full 100. The food that is remaining will be given to the event coordinator to distribute as he or she wishes.

If you have any questions concerning any of these guidelines or need more catering information, please contact Bethany Hardcastle, Director of Food & Catering at 713-365-2324.