



SOUTH SAN FRANCISCO CONFERENCE CENTER

Catering Policies

Menu Selection and Guarantees

Menu selections are due no later than fourteen days prior to the event. A final guarantee is due seven days prior to the event. Guarantees are not subject to reduction.

Service and Labor Charges

All prices are subject to 20% taxable service charge and applicable sales tax. A \$150.00 bartender fee, per bartender, will apply for a 5 hour period. A \$150.00 carver fee will apply per attendant.

Payment Requirements

A non-refundable deposit of 25% of the estimated revenue is required at the time of booking any food and beverage event. An additional 25% of the balance is due six months in advance of the event. The final balance is due fourteen (14) days prior to the event. The following forms of payment are accepted more than two weeks in advance of the event: personal or company check, cashier's check, official bank check, money order, bank wire transfer, or MasterCard/Visa/American Express credit cards. Less than two weeks in advance of an event, all forms of payment are accepted except personal or company checks. All payments must be in U.S. funds made payable to the South San Francisco Conference Center.

Cancellations

Should a food and beverage event be canceled less than sixty (60) days prior to the scheduled date, 50% of the estimated revenue, based on menu and event arrangements, is due to the South San Francisco Conference Center.

Miscellaneous

All food and beverage items consumed at the South San Francisco Conference Center will be prepared and served exclusively by the Catering Department. Food and Beverage items may not be brought onto or taken from the premises.

*Prices are in US Dollars. Prices, terms and conditions are subject to change without notice.
The South San Francisco Conference Center reserves the right to conclude alcoholic beverage service at any time during an event.*

REV 03/02/09