

POLICIES & GUIDELINES

CATERING GUIDELINES

Hutchinson Center Catering is committed to serving the center and its staff. Our services are accessible during regular business hours (in addition to after hours and weekends when approved by the Catering Supervisor).

Please send revisions and cancellations in writing to catering@fhcrc.org or fax to 206.667.6622.

In order to ensure Health Regulation compliance, all food served on campus should be provided by Double Helix Catering unless approved by the Catering Supervisor (206-667-3306) or Jan Oliver (x6622). To apply for a waiver, please contact the catering office prior to the date of the event.

Catering orders received, for the next business day, after 10:00am, may be subject to availability or substitution.

A guaranteed guest count is required 48 hours prior to your catered event. Hutchinson Center Catering will prepare for the requested amount. During regular business hours, or when staff has been requested for a specific event, it may be possible to provide additional food upon request and approval by the event coordinator or on-site host.

ALCOHOL POLICY

Hutchinson Center Catering will purchase beer and wine at wholesale prices +10% through a special arrangement with our supplier. A banquet permit is required by Washington State Law to allow the service and consumption of liquor at the Center. Liquor must be provided free of charge by a sponsor, or brought by individuals attending the event. You can apply for a banquet permit at any local liquor store or agency. There is a \$10 fee. During the event, the banquet permit must be posted in a conspicuous place at the premises where the event is held.

GUIDELINES AND RESTRICTIONS

1. Attendance must be by invitation only, and cannot be open or advertised to the general public.
2. Liquor may not be served to anyone who appears intoxicated or who is under 21 years of age. You also cannot allow someone who appears intoxicated or is under 21 to drink or possess liquor during your event.
3. The sale of liquor by the individual drink is prohibited under a banquet permit. "Package deals" are allowed that may include, for example, the cost of dinner, liquor, and entertainment. To assure participants receive an equal share, tickets exchangeable for drinks may be issued a part of the package price. No separate or additional charge may be made for liquor.
4. A Washington State Class 13 server permit is required for persons who: (a) manage a premises licensed to sell alcohol beverages for on-premises consumption; (b) act as a bartender for selling or mixing alcohol beverages which may include spirits, beer, and/or wine for on-premises consumption; and/or (c) A Class 12 mixologist permit holder must be at least twenty-one years of age, (d) A Class 12 mixologist permit includes the authority to act as a server, under the Class 13 server permit.

CANCELLATION POLICY

48-hour notice is requested for cancellation of all orders. Orders that are cancelled between the hours of 12:00 pm and 5:00pm, for the next business day, may be subject to a minimum cancellation fee.

We will gladly accommodate guests that are vegetarian, vegan or have other dietary requirements.

We understand schedules and agendas constantly change, however, providing as much advance notice as possible to Catering regarding time changes will assist us in better serving you and your guests.

Any guest count change made after 2:00 pm for next day delivery, will be billed at the guaranteed number or actual number served, whichever is greater.

The Catering Supervisor and Chef will be happy to offer custom menu selections and create ethnic menus, with a minimum of ten (10) business days notice. Market price prevails.

All upgraded linen, china, table skirting, floral arrangements, special equipment and decor are available and will be priced according to function specifications.

Service staff, chefs and bartenders may be required (see Alcohol Policy) and/or provided for your event for an additional fee.