

We have to admit, the right food can make any event even better. From snacks and sandwiches to finger foods and five-course dinners, let us add the perfect touch to your next meeting or event.

Lipscomb Catering is committed to making your event a success, from start to finish. Our goal is to provide the freshest selections of foods, beautifully displayed and served professionally by our highly trained staff. Our team of catering professionals has more than 30 years of food, beverage, event planning and catering experience and is led by a dedicated catering chef, who always seeks out the best possible seasonal ingredients.

Our culinary team takes great pride in using sustainable and local foods to create exciting, fresh, healthy and delicious menus. Our menus are designed to fit a wide range of budgets and tastes. And if you need a more customized menu for your event, we will be happy to meet with you to create a special menu for your specific needs.

To help you begin planning, we've included some basic information. If you have any questions or would like to make an appointment to meet with our catering staff, please contact us at **615.966.5898** or e-mail us at **wolcott.fary@lipscomb.edu**

Reserving a Date and Event Location

The Lipscomb Event Management department will provide the availability of event space and reserve your event location, date and time. Contact **615.966.7070** to reserve your space.

Payment and Tax Exemptions

All events paid for by an off-campus source require 75% of the total amount due seven days prior to the event and final payment at the event time. Credit card, debit card or check may be utilized. Tax will automatically be added to all off-campus paid events if a copy of a valid Tennessee State tax exemption certificate is not received by 72 hours prior to the event.

Guarantee

We ask that you provide us with a guaranteed number of attendees 72 hours prior to your event. Your guarantee represents the number of guests you will pay for (whether that number or less attends). The chef will only prepare for the guaranteed number.

Staffing Charges

An 18% staffing charge will be added to the total of all events. Events that exceed 2.5 hours in length will be subject to an additional labor charge.

China, Glassware, Stainless Cutlery and High Quality Disposables

Unless otherwise requested by the client, all buffet events including breaks will be set with high-quality disposables at no additional charge. All drop-off events will utilize pre-packaged disposables. For events where china, glassware and stainless cutlery are requested, charges will be added to your menu cost based on the prices listed below.

China, Glassware and Stainless Cutlery

- China, glassware and cutlery for full service set up at \$2.00 per person
- China, glassware and cutlery for reception, social at \$1.50 per person
- Glassware for beverage service at \$1.00 per person

Service Standards

The following information represents our standard for the number of servers we will schedule for an event. A client may request additional servers for an event. The additional cost will be based on the number of additional servers and length of service time.

Reception

- One server per 50 guests for beverage service (not including butler service)
- Two servers per 50 guests for beverage and food service (not including butler service)

Buffet Meals

- One server per 30 guests with china
- One server per 50 guests with disposables
- One server per buffet line

Plated Meals

- One server per 20 guests
(All plated meals include china, glassware and cutlery)

Black Tie Service

The service staff can be outfitted in a white tuxedo shirt and black bow tie for your event at an additional \$6.00 per server.

House Linens

- Standard white linen tablecloths at \$5.50 each
- Standard napkins (colors include: gold, hunter green, royal blue, red, burgundy, black and white) at 25 cents each
- Buffet tables will be covered with black, gray or brown undercloths and a white overcloth.

Specialty Linens

Special linens can be ordered to suit your event. A minimum of seven days prior to the event date is required or special shipping charges will apply.



Call us to arrange a tour or to discuss your next event. Maybe it's time your event came back to school.

For more information, rates and availability, contact:

Event Management
615.966.7070
800.333.4358 x 7070
events@lipscomb.edu
venues.lipscomb.edu

catering by **sodexo**