

ESCONDIDO UNION SCHOOL DISTRICT NUTRITION SERVICES DEPARTMENT

Catering Procedures and Policies for Adult Events

Thank you for choosing The Enlightened Bean Catering Services for your District related events and meetings. It is our goal to provide excellent service, food, and beverages to make your event a success.

PLANNING YOUR EVENT:

- Please complete the Adult Catering Request Form and submit for approval to the Catering Manager in The Enlightened Bean at the Carolyn Gilbert Education Center (GCEC).
- The Adult Catering Request Form **MUST be submitted at least 10 working days prior to the event.** Last minute catering orders (if feasible) may be subject to an additional charge. Please discuss with the Catering Manager in The Enlightened Bean.
- The Adult Catering Request Form **will not be approved without a valid payment method.**
- Cancellations must be received **5 working days prior to the date of the event.** Cancellations received after this time will be subject to costs already incurred up to the time of cancellation.
- All catering orders will be subject to a \$30 delivery charge. Some items may be available for pick up at The Enlightened Bean to avoid the delivery charge.
- Catering prices include all paper products, cups, napkins, condiments, and sales tax. Charges for missing or damaged equipment will be added to the final invoice.
- Evening or weekend events are subject to additional labor charges.

Looking for a customized event or menu? Please contact the Catering Manager at The Enlightened Bean: email thebean@eusd.org or 760-432-2331.

Student events should be ordered through the Cafeteria Manager at your school site.

#thankyoufordiningwithEUSD