

DECC CATERING POLICIES

CATERING SERVICES

Provided exclusively by DECC Catering.

DEPOSIT

A nonrefundable deposit is required seven (7) business days after receiving written confirmation. Final payment is required one week (7 days) prior to the event.

ROOM ASSIGNMENT

We will use our best efforts to accommodate your event with specified rooms. However, should the circumstances warrant, we reserve the right to move your event from one room to another. Notification will be made in advance should this situation arise.

PARKING

DECC parking is available for \$5.00 per vehicle. Host parking can be arranged.

DECORATING

Your banquet room can be available for decorating by 10 a.m. the day of your event.

Due to damage caused by adhesives, items cannot be taped to the walls. We can provide easels or pipe frame if needed.

MENU SELECTION

You will be asked to choose your menu four (4) weeks prior to your event.

MEAL GUARANTEES

Your "meal guarantee" is the number of meals you confirm for your guests. You will be charged for this number of meals or the number served whichever is greater.

Your Preliminary Guarantee is required two weeks (14 days) in advance for our preliminary scheduling and ordering.

Your Final Guarantee is required one week (7 days) in advance for our final scheduling and ordering.

Surplus meals from your event are sent to the Second Harvest Food Bank in Duluth.

COAT CHECK

Coat racks are available in our lobbies.

Coat Check Services can be arranged.

SMOKING

We are a smoke-free building. Smoking is permitted only in outside areas.

STORAGE

We will not assume responsibility for the damage or loss of any merchandise and/or articles stored on the DECC premises before, during, or after an event.