

Summer Conference Guidelines and Instructions

Complete **ALL** sections of the Summer Conference Meal Arrangements Form completely. (Please print or type.)

1. **Invoice Information:** If different from sponsor.
2. **Tax Exempt Status:** Tax exempt organizations must submit proof of exemption from the State Board of Equalization before the first day of your conference.
3. **Estimated Number of Conferees:** Please estimate carefully; you may be billed for up to 80% of this number. A guaranteed number is due two weeks before the beginning of your conference and must be at least 80% of your original estimate.
4. **First Meal:** Date and meal
5. **Last Meal:** Date and meal
6. **Detailed List of Meals and Services:** Complete for each day and meal you are requesting service. Be sure to list any special events or requests. Meal service is All You Care to Eat.

| | Operating Hours | Ages 11+ | Ages 3-10 |
|-----------|------------------------|-----------------|------------------|
| Breakfast | 7:00 – 8:30 a.m. | \$10.25 | \$5.95 |
| Lunch | Noon – 1:30 p.m. | \$11.50 | \$8.40 |
| Dinner | 5:00 – 6:30 p.m. | \$13.95 | \$10.80 |
| | Total Cost/Day | \$35.70 | \$25.15 |

- Due to the number of groups using the facility during the summer conference session, the meal times cannot be changed without prior written confirmation. Additional charges to the meal prices may be incurred.
- Food, including beverages and ice, may not be taken out of The Servery at the Dining Commons with the exception of a piece of fruit. Shoes and shirts are required at all times. Bags, backpacks, duffel bags, and beverage containers are not permitted. Guests who bring these articles will be asked to leave them at the entrance.
- **Room Rental Rates for Main Dining Area: \$100.00**
 Functions other than meals will be booked on a first-come-first-served basis.
- For additional services, such as banquets and BBQs, please contact Epicure Catering at (916) 278-6786.

7. **Signatures:** Dining Services must have the signed Summer Conference Meal Arrangements Form in order to prepare a Summer Conference Meal Arrangements Contract.
8. Dining Services will issue a Summer Conference Meal Arrangements Contract that must be approved by the conference group and returned within 14 working days.