

TITLE:	Catered Services for Vendors and other Outside Entities
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Document of (Entity)

MHSB

POLICY: The Nutritional Services Department of MHSB will be the preferred source for catered services of food and related supplies for the hospital and shall have the first right of refusal for all catered events.

PURPOSE: To provide consistent, high quality and accountable catering services for vendors and other outside entities for all educational, training, meetings, and special events for Memorial Hospital of South Bend.

PROCEDURE:

- 1. Vendors, visitors and other outside entities interested in providing nourishment and catered services to MHSB will utilize MHSB catering services provided by the Nutritional Services Department.**
- 2. Vendors and others will use the catering form (attached) to order any and all catering food and supplies needed for their associated visit or event.**
- 3. All catering requests should be ordered at least two days in advance excluding weekends and holidays.**
- 4. Orders may be faxed, mailed or phoned directly into the Nutritional Services catering department (see information below).**
- 5. Late or last minute requests may be honored with the catering manager reserving the right to approve service selection due to product availability. These requests must be requested directly by calling the catering service line at (574) 647-3013 or 647-6651.**
- 6. Catering services are provided daily between the hours of 6:30am to 6:30 pm.**
- 7. All catered service events require a guaranteed attendance number 24hrs. prior to the event. The charge for the function will be based on this guaranteed attendance number.**
- 8. Cancellations must be made at least one day in advance of the catered event to avoid minimum charges.**
- 9. Room requests and table and chair set ups are arranged through the participating Memorial department or entity.**
- 10. Nutritional Services is not responsible for food consumed outside the catered event. Catered food is not re-used after the event by Nutritional Services. The person(s) or department requesting the catering may dispose of any leftovers as they see fit. However, the Nutritional Services Dept. of Memorial Hospital assumes no liabilities.**

Memorial Hospital of South Bend, Inc.

Nutritional Services Department

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Document History:				
<u>Date:</u>	<u>Author:</u>	<u>Summary:</u>	<u>Approval Date:</u>	<u>Approval Person or Group:</u>
6/25/08	Joseph Vasta	The Memorial Nutritional Services Dept. will provide consistent, high-quality catered services and have first right of refusal over catering for vendors and other outside entities interested in providing nourishment and catered meals for Memorial Hospital employees and departments for education, training, and in-services, etc.		