

GFC MSU Catering Procedures and Guidelines

For best results, all catering requests should be submitted no later than two weeks prior to the event to the Café management. You will receive a confirmation email from the Café management confirming that your catering request has been received and scheduled. You may submit your catering request via email to bookstore@gfcmsu.edu. You may also contact Courtney Brooks, cbrooks@gfcmsu.edu or Steve Halsted, shalsted@gfcmsu.edu. For additional information please call us at 406-771-4367 or 406-771-5130

All catering requests less than \$15.00 must be picked up in the Bookstore at least 30 minutes prior to the event.

There will be a 10% service charge for catering events requiring set-up and clean-up.

For full service catering events, there will be a 20% service charge.

For full service catering events **after normal Bookstore & Café business hours**, there will be a 30% service charge.

All requests for changes to a catering event must be made 48 hours before the scheduled event. The catering agreements and cost become final at this time.

Prior arrangements must be made for disposal of all leftover food and beverages.