



## **standards & guidelines**

Only food and beverage provided by Aramark may be serve. Event menus, room arrangements and other details pertaining to your function should be submitted at least 14 days prior to your event. For your safety, no food or beverage is permitted to be taken away from events at their conclusion. No food or beverage is permitted to be brought into the museum.

## **payment information**

Balance of the total contract price is due 4 days before the event, based on guaranteed count. Such payment shall be made by cash, credit card or check. Charges for guests over the guarantee or extra charges are payable at the conclusion of the event.

The Guaranteed Attendance shall not exceed the maximum capacity of the areas within the Facility in which the event will be held. Caterer shall be entitled to charge and collect from Customer any reasonable costs incurred by Caterer in the event the guaranteed attendance figure provided by Customer is not within the limits stated in this paragraph. *All checks should be made payable to "Aramark".*

## **guaranteed guest count**

Guaranteed attendance must be provided five business days in advance of the day the event is scheduled. If no guarantee is given, host is responsible for the contracted number. Aramark reserves the right to take an actual guest count during the event. Client will be responsible for anything over and above the guarantee.

## **additional requirements**

Additional tables, chairs, linens and china service may be rented for your event. Please speak to your sales manager for details and estimated costs. No food or beverage may be brought into the facility for any purpose without the prior written consent of Caterer. Caterer shall be the exclusive supplier of alcoholic and non-alcoholic beverages served.

## **cancellation**

No refunds will be extended to cancellations within 72 hours.

## **prices, standard charges and tax**

All quoted prices are subject to change. Prices will only be guaranteed 3 months in advance and only when a catering contract is executed and deposit received. A standard, nontaxable, administrative charge of 20% will be assessed on all food and beverage. All food, beverage and service are subject to a 6% VA sales tax. All tax exempt information must be given to the caterer before payment is due.

## **changes in service**

The dates and times of service specified on the Catering Order and the other terms and conditions of this Agreement may be changed only by a written addendum signed by both Customer and Caterer. Any additional expenses arising from changes made at the Customer's request will be paid by the caterer.



## Devil Dog Diner Student Tour Group Lunch Selections

### Student Boxed Lunch Selections \$7.50 per person

All boxed lunches come with Lays potato chips, apple, cookie & beverage. All condiments are packaged separately.

Ham & Cheese Sandwich \_\_\_\_\_

Turkey & Cheese Sandwich \_\_\_\_\_

Tuna Salad Wrap \_\_\_\_\_

Roast Beef & Cheese Sandwich \_\_\_\_\_

Vegetarian Hummus & Veggie Wrap \_\_\_\_\_

*\*Gluten free bread is available for a \$1 upcharge. Please note next to selection how many should be made gluten free.*

**Whole Large Pizzas** One pizza comes with 4 sodas and 8 slices of pizza

Cheese Pizza \$22 \_\_\_\_\_

Pepperoni Pizza \$24 \_\_\_\_\_

**Pick Up Time for Lunches** \_\_\_\_\_ **TOTAL NUMBER OF LUNCHES** \_\_\_\_\_

*If your group intends to eat in the mess hall, maximum capacity is 100 guests. Groups larger than 100 will need to split group into designated times or choose to eat outside on the grounds.*

Please fax form to: 703.649.2364 or email form to: [Annan-Naa-Okailey@Aramark.com](mailto:Annan-Naa-Okailey@Aramark.com)

### National Museum of the Marine Corps

#### Aramark

18900 Jefferson Davis Highway

Triangle, VA 22172

Phone: 703.649.2369

### Customer Information

Name of Organization \_\_\_\_\_

Date of Event \_\_\_\_\_ Contact Person \_\_\_\_\_

Phone Number \_\_\_\_\_

E-mail Address \_\_\_\_\_

Tax Exempt Number \_\_\_\_\_ (please also attach copy of form)

Credit Card Number \_\_\_\_\_

Expiration Date \_\_\_\_\_ Security Code \_\_\_\_\_

Billing Address/Zip Code \_\_\_\_\_

Name as appears on card \_\_\_\_\_

**If paying with check, please make payable to "Aramark"**

All orders must be submitted at least 7 business days in advance. Cancellations require 72 hour notice prior to the event. A cancellation less than 72 hours is subject to a 50% charge of the total cost of the order. Balance is due upon order request. Menu items and pricing are subject to change.