



STANDARDS & GUIDELINES

Only food and beverage provided by Aramark may be served. Event menus, room arrangements and other details pertaining to your function should be submitted at least 7 business days prior to your event. For your safety, no food or beverage is permitted to be taken away from events at their conclusion. No outside food or beverage is permitted to be brought into the museum.

payment information

Balance of the total contract price is due 7 business 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 7 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 outside 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 business 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 signed and deposit received. All food, beverage and service are subject to a 6% VA sales tax. All Virginia 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 contract 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 customer.



Devil Dog Diner Student Boxed Lunch Selections

Student Boxed Lunch Selections \$7.50 per person

All boxed lunches come with potato chips, whole fruit, 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 friendly.*

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 75 guests. Groups larger than 75 will need to split the group into shifts or choose to eat outside on the grounds.

Please email form to: smith-rachel21@aramark.com

National Museum of the Marine Corps

Aramark

18900 Jefferson Davis Highway

Triangle, VA 22172

Phone: 703.649.2369

Fax: 703.649.2369

Customer Information

Name of Organization/Group _____

Date of Event _____ Contact Person _____

Phone Number _____

E-mail Address _____

VA Tax Exempt Number _____ (please also attach copy of form)

Credit Card Number _____

Expiration Date _____ Security Code _____

Billing Address/Zip Code _____

Name as it 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 business hours prior to the event. No refunds will be extended to cancellations within 72 business hours. Balance is due 7 business days prior to your event. Menu items and pricing are subject to change.

I have read the standards and guidelines pertaining to the student boxed lunches at the Devil Dog Diner.

Signature: _____

Date: _____