

***How far in advance do I need to place my order?***

To best serve you we need at least a week's notice.

***When do I need to give you a final count?***

A final count is needed no later than 48 hours or two business days prior to your event.

***What if I have to cancel my catering event?***

You may cancel your event by calling [801-957-5444](tel:801-957-5444). We need 48 hours or two business days prior to your event. Orders cancelled the day prior to your event will be charged 50% of the total amount of your order. Orders cancelled the same day of your event or if we are not notified of cancellation you will be charged the full amount of the event. ***Please note catering orders must be cancelled through the Catering Department and not through the Conferencing Center.***

***What happens when I have last minute changes?***

We will do our very best to accommodate your last minute changes.

***What if I want something that is not on the menu?***

Make a suggestion and we will do our best to accommodate you.

***What is the difference between a buffet and served meal?***

Buffet – self served meal with disposable plates, cups and utensils.

Served – Servers are brought in to serve your meal at a minimum of 4 hours, one server per 25 people. The charge per server is \$14.00 per hour. China, goblets and silverware are provided at \$2.00 per place setting.

***Can I pay by credit card?***

Yes, we accept all major credit cards.

***When do I pay?***

Unless arrangements have been made in advance, payment in full is due at the time of your event.

***Do you charge Tax and Gratuity?***

All food and beverage items are subject to 7.85% local sales tax and a 20% gratuity charge. If you are tax exempt; your tax exempt # must be provided at the time the order is placed.

***Can we take any leftover food with us?***

Due to health and safety considerations, all food not used at the time of service will remain property of Miller Dining Services.

***How do I place a room reservation?***

Call the Conferencing Center @ 801-957-5294.

***What if I need my room set up a certain way or extra equipment – microphones etc?***

Call the Conferencing Center @ 801-957-5294