

Salt Lake Community College
Miller Dining Services
Catering Guide

We sincerely hope this information will help you plan your event.

First **Room Reservations**

Make sure you have reserved the room or space on miller campus by calling [801-957-5294](tel:801-957-5294).

Second **Placing your food order**

You may call our catering reservation office at [801-957-5444](tel:801-957-5444). Or you may e-mail us at millercatering@slcc.edu. We will be happy to assist you in any way possible.

Additional Information

When should I place my order?

To insure your menu selection and arrange proper scheduling of staff, your order should be placed at least one week prior to your event. At this time, we will need to know the approximate number of guests and how you plan to pay for the event.

When should I guarantee the count?

A guaranteed count will be needed no later than 48 hours or two business days prior to your event. Any changes less than 48 hours or two business days prior to your event are not guaranteed. We will do everything possible to accommodate your changing needs.

When do I pay?

Unless arrangements have been made in advance, payment in full is expected at the time of your event. We will accept cash, check or all major credit cards. Checks should be made payable to Salt Lake Community College – Dining Services.

Tax and Service Charge

All items are subject to 7.85% local sales tax and a 20% gratuity charge.

Cancellations

In many cases the work for your event begins several days in advance. Therefore, you may cancel your order up to 48 hours prior to your event at no cost to you. 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 will be charged 100% of the total amount.

Leftover Policy

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