

SODEXO LIVE! CLIENT CHECK LIST!

Hello and Welcome to the Colorado Convention Center! We can not wait to host your event with us! Please take the time to read through our full policies and procedures in our Menus and Contracts.

Please note the following deadlines for your event!

Deadlines and Guarantees

- ✓ (60) days prior to your event the customer shall provide Sodexo Live! with rough draft catering orders, special menu requests, layouts and general information about their Food and Beverage needs.
- ✓ (30) days prior to your event the customer shall provide Sodexo Live! with initial catering orders and specifications, in writing. Catering orders should be as detailed as possible and include date, time, location of service, initial guest count and menu item(s).
- ✓ (10) business days prior to the event, the minimum number of persons the customer guarantees are due for all food and beverage functions
- ✓ (5) business days prior to the event, the final number of persons the customer guarantees are due for all food and beverage functions

Payment Policies

- ✓ (30) days prior to your event a 90% deposit and signed Food and Beverage contract is due, or upon receipt of the preliminary invoice.
- ✓ (14) days prior to your event a full payment (100%) of the total estimated charges in advance of the first scheduled service is due.

SODEXO LIVE! POLICES TO KNOW

PLEASE READ THROUGH CURRENT MENU AND CONTRACT FOR FULL POLICIES AND PROCEDURES

- ❖ Sodexo Live! is the exclusive caterer for the Colorado Convention Center. Please note that no outside food or beverages (including alcohol) of any kind may be brought into or out of the Colorado Convention Center.
- ❖ Sodexo Live! has many Sampling and Donation Policies. Please reach out to your Catering Sales Manager for further details.
- ❖ Tax Exempt groups must submit all necessary paperwork 30 days prior to event.
- ❖ Current Tax is 4% City and 4% State. Current Service charge is 24% and is applied to every Food and Beverage Function.
- ❖ Please note Sodexo Live! requires a separate signed contract from ASM and other third- party vendors. Please reach out to your Sales Manager if you need to review prior to 30 days from event.
- ❖ Please review all cancellation polices noted in our current menu and contract.