



## **Divine Café**

### **Catering Policies and Procedures**

*For all Catering Inquiries,  
Please contact: Rose Guardino at (503) 348-9129*

*[divinecafe@gmail.com](mailto:divinecafe@gmail.com)*

*Divine Café's Business Hours  
Monday - Thursday: 8am to 4pm  
Friday: 9 am to 3 pm*

- **Seven (7) business days advance notice is appreciated for all events. If your event is scheduled for Monday through Friday, it may be possible to fulfill last minute needs. It never hurts to ask.**
- **Please notify Divine Cafe a minimum of five (5) business days for an event to be cancelled. Cancellations given within the five (5) days will be billed for any food and payroll costs already incurred, plus a \$100 cancellation fee.**
- **Catering that is requested within 48 hours of event will be charged an emergency service fee of \$50.**
- **A completed and signed catering form must be received before any event is considered final.**
- **Please allow 48 hours notice for any changes in your event location, number of guests, set up time, or changes to the menu.**
- **If Divine Café waves an event, Divine Café's insurance coverage must be released in writing. All liability for any food event will be assumed by NCNM. (per Contract, Article 6, 6.2)**
- **Divine Café has the Right of First Refusal for all Food Service Events. If not offered the First Right of Refusal, there will a charge \$100 per event.**
- **A non-catered event, i.e. Cook-off, during Divine Café's regular service hours, two weeks' notice of the scheduled event must be received. Divine Café's services may be reduced or withheld during that event.**
- **We maintain minimum orders of no less than \$250 or 25 guests before or after Divine Café's business hours and on weekends. In consideration of multiple events on campus, exceptions are made. Please inquire regarding our schedule.**
- **We offer several menus and platters to meet different levels of budgeting and will happily customize menus to fulfill the needs of any particular group.**
- **Divine Café works with rental companies to obtain linens, props or any needs imaginable. These items are additional costs and will be outlined on each contract.**
- **Room reservations, security and audio visual requirements must be contracted separately through NCNM.**
- **Divine Café also offers off-site catering in homes, parks and various venues for private parties, such weddings, barbeques, auctions, etc.**