



Catering Room Reservations and Setup Timeline

1. Lakeside Grill Catering and room reservations are available on a “first-come, first-served basis,” so it’s a good idea to book your events early and contact us when you submit your request. Menus do not have to be confirmed at this time, but are required at least three weeks prior to event.

2. All catering requests that involve a room reservation or 50 or more guests are required to be submitted through the MCSS calendar. If you are not a staff member and need to reserve a room, you must contact your ministry or Bible study representative to coordinate dates, times, rooms and setup. The event coordinator is then responsible to meet with the food services director or manager to coordinate and follow up with the following:
 - Date, room location, room setup, estimated number of guests
 - Hiring servers or using volunteers
 - Menu suggestions (menu confirmation is required three weeks prior to event)
 - Setup, including decorations, linen, china, paper goods, silverware
 - Cleanup responsibilities
 - Final headcount (no later than three days prior to event)

3. If you are bringing in your own food or using an outside caterer:
 - The caterer must provide all of their own equipment (chaffing dishes, serving utensils, dishes, etc.).
 - The event coordinator is responsible for making sure the area used is cleaned up properly or a \$100 fee will be assessed (see Usage and Services Requests document).
 - If you are bringing in your own food, you are expected to bring your own supplies unless discussed and ordered through the Food Services Ministry prior to your event. No last-minute orders will be filled.