

# FUQUA SCHOOL CATERING



Fuqua School offers full catering services on and off premise. School facilities are available for wedding receptions, birthday parties, anniversary parties, cocktail parties, business meetings, reunions, banquets, and dinner parties. We offer a BBQ menu, Dinner Menu, Reception Menu, Reception Package Menu, and a Carry-out Service Menu. Please check our facility rental guide for information on facility rental for events.

## Clients Served

Town Of Farmville

Citizens Bank

Centra Health

Capital One

Dominion Power

CEC Electrical

Wild Turkey Federation

Ducks Unlimited

CJW Health

Rice Fire Dept

Farmville Fire Dept

Rotary Club

Lions Club

Director of Operations and Food Services is John Ellington. John is also chef for our catering services. Fuqua School Catering has been catering the surrounding area for 12 years. Our staff has over 10 years experience in catering. We strive to make every event a memory of remarkable food and fun. Thank you for considering Fuqua School Catering. We look forward to working with you in planning your event.

Email John Ellington – [ellingtonja@fuquaschool.com](mailto:ellingtonja@fuquaschool.com) Phone 434-392-4131 ext 256

## **Menu Selections**

Speak with us to choose a menu suited to you and your guest. Choose from items on our catering menus, or work with us to create a menu that is uniquely yours.

## **Pricing and Contract Information**

All events are priced based on the menu, estimated number of guest, and requirements of the event. Your menu selection, beverage service, staffing and rentals will be specified in your catering contract on the Event Order Form.

## **Deposits and Dates**

There is a non-refundable \$250 “hold the date ” due at the time of booking .

A fifty-percent deposit is due on the estimated event total, the day the contract is signed. A final guaranteed minimum guest count is due 7 days prior to the event. The final bill will be based on the final minimum guarantee. Final payment is due the day of the event.

## **Service Charges and Labor**

A 20% service charge will be added to the total invoice for all on and off premise events unless it is a special package that has it already included.

All events will have a basic staff set-up that is included. If other service is needed, it is then charged as follows:

**Wait Staff** – \$18 per hr/ for a minimum of 4 hours

**Chefs**- \$20 per hr/ for a minimum of 4 hours

**Bar Tender**-\$20 per hr/ for a minimum of 4 hours



## Linens

**White skirting and linen for food tables are included at no extra charge.**

Skirting for other tables and linens for other tables can be made available for an additional charge as follows:

Table cloths 85 " square used for round tables	\$6.00 each
Floor length round table cloths	\$20.00 each
Banquet table cloth for rectangle tables	\$ 6.00 each
Overlays for tables	\$ 6.00 each



## Rental Items

In the event you need special display pieces, glassware, tables, tents, chairs we can supply the following items for an extra charge:

10 by 10 White Tent	\$50 each
10 by 10 White Tent with lights	\$75 each
Round Tables 5 ft	\$12 each
2ft Round Stand up Table	\$10 each
6ft Banquet Table	\$10 each
White Resin Chairs	\$ 5 each
Punch Fountain	\$50 each
Rustic Display Pieces	
2 tier	\$30.00
3 tier	\$50.00
4 tier	\$75.00





# Pictures













