

SUMMER & CONFERENCE DINING SERVICES AT THE COLLEGE OF CHARLESTON

ARAMARK | 175 CALHOUN STREET SUITE 115 | CHARLESTON, SC 29424 | (P) 843.953.5669 | (F) 843.953.4925

GENERAL INFORMATION FOR SUMMER GROUPS

Section 1 – Group Information

Group Name: _____

Primary Contact: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Office Phone: _____ Cell Phone: _____

Fax Number: _____ E-mail: _____

Section 2 – Dining Information

The Liberty Street Fresh Food Company:

The residential restaurant on campus features unlimited seconds at every meal. Choose from great exhibition cooking, rotating menus from around the globe, a culinary twist on old American favorites, pizza and pasta creations, made to order deli specials, freshly baked breads and desserts, and a large salad bar. Serving three meals a day, seven days a week, the Fresh Food Company offers convenience, variety, and value at every meal.

Fresh Food Company Pricing Information:

Breakfast: \$5.75 per person

Lunch: \$7.50 per person

Dinner: \$8.25 per person

Fresh Food Company Hours of Operation:

Breakfast: 8:00am – 10:00am

Lunch: 11:00am – 1:30pm

Dinner: 4:30pm – 6:30pm

These times may vary and will do so at the discretion of the Fresh Food Company manager. Should your group need to dine at a time that is not listed above, please contact Katie Anderson at 843.953.5669 or by email at andersonk@cofc.edu.

Section 3 – Guest Count Information

We require a guaranteed number of meal participants two weeks prior to your arrival to campus. The greater amount between guaranteed and actual participants will be billed. After the first day, if an adjustment is necessary, the primary group coordinator should contact Katie Anderson.

Since the college hosts a number of groups on campus each summer, please understand that your group may not be the only guests in the dining hall. For this reason, sections of the cafeteria can not be reserved. Also, if the total number of participants dining in the cafeteria is less than 50, a set menu will need to be chosen by the group coordinator. As we draw closer to the summer, Katie Anderson will contact you if this is necessary while you are on campus.

Section 4 - Payment Information

If paying directly to Aramark:

If paying by CofC state funds, we will need all IDTs turned into Aramark before group arrival. If paying with CofC Foundation funds, we will need Foundation account approval from Susan Ferguson. Checks and credit card numbers will need to be received before group arrival as well. If we do not receive either an IDT, Foundation approval, check or credit card number before arrival onto campus, we will not be able to accommodate your meal requests.

If paying directly to Residence Life:

Please consult with LaToya Harris regarding your payment process. She can be reached by phone at (843) 953-5862 or by e-mail at harrisl@cofc.edu.

Section 5 - Instruction Guide For Summer Group Form

Please fill in the guest count in the designated box and circle the appropriate time in which you prefer to dine on the calendar day and month in which you will be on campus.

For example, if your group consists of 45 guests and you will eat breakfast at 8:30am and dinner at 5:30pm on June 1st and 2nd of 2009, your form should be filled out as follows:

June 2009

1			2		
Breakfast	Lunch	Dinner	Breakfast	Lunch	Dinner
45		45	45		45
8:00am	11:00am	4:30pm	8:00am	11:00am	4:30pm
8:30am	11:30am	5:00pm	8:30am	11:30am	5:00pm
9:00am	12:00pm	5:30pm	9:00am	12:00pm	5:30pm
9:30am	12:30pm	6:00pm	9:30am	12:30pm	6:00pm

Section 6 - Catering Information

Please contact the Catering Department directly with any special catering requests. The catering menu is accessible through the catering website at www.cofccateringcatertrax.com. Once here, please click on "CofC Catering" to view our entire catering guide. Please note that the catering department charges a standard food and beverage tax of 9.5% and a service charge of 18% that is not included in the online pricing. Contact information is as follows:

Katie Anderson
Catering Sales Coordinator
Voice 843.953.5669
Fax 843.953.4925
Email: andersonk@cofc.edu

Section 6 – Authorized Signature

I hereby verify that I am an authorized representative of this organization/group and will abide by the Aramark Summer Group regulations.

Authorized Signature

Today's Date

Please Return Form To:
Aramark at the College of Charleston
Attn: Catering Department
175 Calhoun Street Suite 115
Charleston, SC 29424
Fax: 843-953-4925
Phone: 843-953-5669

