



## PLANNING YOUR CATERING ORDER AT FEDERAL RESERVE PLAZA

Creatively prepared and artfully presented, our catering menu is designed to meet all of your corporate catering needs, our menu items lend themselves to an array of functions from simple coffee services to large luncheon and dinner receptions. The menus offer healthy and delicious options, but that's only the beginning. Our Chef regularly creates new and exciting menus featuring seasonal specialties and bold new combinations, and is pleased to collaborate with you to customize a menu that provides an unforgettable dining experience.

### WORKING WITH OUR CATERING MANAGER

Catering services at Federal Reserve Plaza are provided by Sodexo. We suggest one point of contact between our Catering staff and your organization.

### PLANNING YOUR CATERING ORDER

We request 72-hour notice for a catering function in order to guarantee your specific order and time. Every effort is made to accommodate last minute requests. A guaranteed count should be provided by 12pm two business days before your event. That number constitutes your guaranteed minimum and is not subject to reduction.

### PRESENTATION

Catered events in our meeting areas include full china set up at no additional cost. A catering order delivered to a tenant floor includes disposable dishware; china service is available upon request for an additional fee.

### EQUIPMENT RENTALS

We can arrange specialty rentals including tables, chairs, linens, china and flatware for larger events. Ask your Catering Manager for details and costs.

### BEVERAGE SERVICE

We provide all types of alcoholic and non-alcoholic beverage service, which can range from beer and wine to a full premium brand bar. Our Catering Manager can provide pricing and policies.

### STAFFING FOR YOUR EVENT

Our professionally trained service staff is available for your catered event for an additional fee. Staffing is determined based on your arrangements. Labor costs, which are not included in the menu pricing, will be included in your final invoice. There are no gratuity, administrative or additional services charges.

### CANCELLATIONS AND CHANGES

A 24-hour advance notice is required on cancellations or charges may be incurred. Changes to catering orders may be made up to 2 business days before your event.

Additional information is available at [www.federalreserveplaza.com](http://www.federalreserveplaza.com).