Edmonds Community College Triton Catering

Guidelines for Use

About Triton Catering
Triton Catering at Edmonds Community College is committed making every event a success. Our team of talented chefs and event planners will work with you to create a menu perfect for your specific occasion. The catering team will provide you with unprecedented customer service and help you plan your event down to the last detail. We appreciate your business.

Kelli Cain- Food Service and Catering Director 425.640.1305
Chef Sam Salsman – Chef and Kitchen Manager 425.640.1932
Jennifer Roeter - Food Service and Catering Manager 425.640.1932

Exclusivity
Triton Catering is the exclusive caterer on the Edmonds Community College Campus. All food and beverage service on campus are to be provided by Triton Catering. Outside food and beverages cannot be brought onto the EdCC Campus without explicit permission from the Director of Food Service and Catering. If catering services concludes that it cannot accommodate the food service needs of an organization, permission will be granted to bring outside food to campus. See Other Guidelines for additional information on food service. Other Catering Companies are never allowed to cater functions on the EdCC campus.

Other Guidelines
Potlucks – Criteria for Allowance
- Potlucks are only allowed for Edmonds Community College departmental meetings and small student groups.
- Please use proper food handling procedures when having any meeting with food.
- Visit the Snohomish County Health Department at http://www.snohd.gov/

BBQs – Criteria for Allowance
- Barbeques are allowed on campus with prior written consent from the Food Service Department.
- A permit must be obtained by the Snohomish County Health Department 10 days prior to event and any person serving food must have a valid food handler’s card.
- Visit the Snohomish County Health Department at http://www.snohd.gov/

Barbeques may be borrowed from the Food Service Department. There is no charge but user provides the charcoal. If the barbeque is not returned as clean as it was when rented, a $150 cleaning fee will be charged.

Bake Sales – Criteria for Allowance
- Bake sales are allowed as long as the food being served can be held at room temperature. i.e., Cookies, Brownies, Cake, Candy, Popcorn, Donuts etc.
- No hot or refrigerated food allowed.
- The food items must be individually wrapped.

Food Demonstrations – Criteria for Allowance
- Cooking demonstrations are allowed on campus with prior permission from the Food Service and Catering Director.
- Samples are allowed only if the chef/presenter holds a valid food handlers permit
- Food must be prepared in a licensed food service facility.
Leftover Food
Due to the Snohomish County Health Department regulations and catering industry standards, food not consumed at an event may not be removed. Leftover food is property of Catering Services and may be composted or donated to a local food bank under regulated conditions.

Menu and Service Selection
Triton Catering will work with you to provide a menu that fits the theme of your event and within your desired budget. Please contact Kelli Cain at 425-640-1305 Kelli.Cain@email.edcc.edu to get started.

Vegetarian/Special Needs
It is the responsibility of the event host to provide any special food needs for their guests. Most dietary restrictions can be met, including gluten- and dairy-free restrictions and other food allergies. We are able to accommodate most special requests with a 10-day advanced notice.

Guaranteed Numbers
Planning for special events takes time and preparation. To provide the highest quality of service we require that a guaranteed number of guests who will be served at the event.

- The guaranteed number must be finalized with our office seven (7) business days prior to event.
- Charges will be based on the guaranteed number or the actual number served, whichever is higher.
- If a guaranteed number is not verified, the number provided on the initial contract will be designated as the guaranteed number.

Payment Requirements
Inter-Campus Events: The budget number provided upon the scheduling of your event will be processed within one month of the conclusion of event.

Off Campus Clients: A 50% deposit of the events’ projected cost is required two (2) weeks prior to event. Room Rental fees will be billed separately from the Catering Costs. The unpaid balance will be invoiced following the conclusion of the event and payment is required within 10 days, once the invoice is received. Checks only. Please make checks payable to Edmonds Community College.

Cancellation
Cancellation and significant count changes must be received within 10 business days of the event and will be subject to fees.

Insurance
In the event that insurance is required, Edmonds Community College must be named as additional assured for $1,000,000.00.

Event Linens
Tablecloths are included for food and beverage service only but can be rented for guest tables.
- Round Linen or Rectangle Linens $9.00
- Linen Napkins $.50 each
- One Round Linen with 8 Linen Napkins $12.00

Linens must be ordered 2 weeks in advance and come in a variety of colors.

Centerpieces and Decorations
Centerpieces for guest tables are not provided by EdCC but may be brought in for an event. It is the client’s responsibility to decorate the room and/or the guest tables. No ladders are provided. Catering Services provides decorations for the buffet table(s) only. Please no glitter, confetti, ice, sand or popcorn.
Delivery Charges
Delivery charges will be added when food or equipment is delivered off campus. Charges will be quoted on an individual basis once we understand the scope of event.

Pick Up Orders
Orders may be picked up in Brier Grill Loading dock located behind Brier Hall. Please arrange the pick-up time with the catering office. Equipment replacement fees will be charged if platters and utensils are not returned. Rinsed and in their original condition.

Woodway 202 Room Rental:
Event Locations: Woodway 202, College Café – Brier 133
Email or call Kelli Cain at 425.640.1305 to inquire about the College Café (Brier 133) or Woodway Hall 202 and to request a menu and discuss catering details. Kelli.Cain@email.edcc.edu