

CATERING AND CONCESSIONS AT THE EISSEY CAMPUS THEATRE

All food service, including catering and concessions, at the Eissey Campus Theatre is provided **exclusively** by

College Cafe

IMPORTANT... Renters may not, under any circumstances, sell any type of food or drink at performances!

IMPORTANT...No alcoholic beverages are permitted in the Eissey Campus Theatre...including backstage.

CATERING PROCEDURES

Step 1: As soon as you decide to have a reception in the lobby of the theatre as part of your event, please contact the Theatre Director at 207-5905 or denholmn@palmbeachstate.edu to receive a copy of the College Café's menus.

Step 2: No later than **three weeks before your event** send an e-mail to College Cafe at collegecafe@palmbeachstate.edu and request exactly what food and drink you want for your event as well as the date, time and location of the event. Please include a phone number where you can be reached if they have questions and a fax number if available. *Send a copy of your e-mail to Nancy Denholm at denholmn@palmbeachstate.edu*

Step 3: A written quote from College Cafe should be sent to you within 2-3 days. If you do not receive your quote in this time period, please contact the Theatre Director at the contacts above or Jeff Hutchinson with College Cafe at 561-868-3068.

Step 4: IMPORTANT! Please return your signed quote to College Cafe within 48 hours of when you receive it.

If at any time you need to speak to College Café please contact Jeff Hutchinson at 561-868-3068

FOOD/DRINK CONCESSIONS

For most events, depending on the number of attendees, College Cafe will provide drinks and snacks in the lobby for your guests to purchase before the show and at the first intermission.

If there is no intermission, concessions will NOT be open.

To confirm that concessions will be offered at your event or if you have any questions, please call Theatre Director at (561) 207-5905.