INDIANA WESLEYAN UNIVERSITY

CONFERENCE SERVICES

FOOD GUARANTEE COUNT FORM

Pioneer College Caterers requires an estimated count three (3) weeks in advance of your event and a guaranteed count four (4) days prior to the first meal of your conference. On the first day, you will be billed for the guarantee, and can then change your guarantee for the **remainder** of the conference if you experience drops or additions to your counts.

For example: Three (3) weeks in advance you give us an estimated count of 100. Then, four (4) days in advance you give us your guarantee of 150. Then, on the first day of your conference you find you will only have 125. We will bill you for 150 for that first day, and then you may change your guarantee for the remainder of your conference to 125. We will then bill for 125 for all meals for the remainder of the conference.

IN ALL CASES, we will bill you for the guaranteed number, or the actual meals served, *whichever is greater*.

This form is to be completed at least ***three (3) weeks in advance*** of your conference, with the guaranteed number being submitted no later than ***four (4) days in advance*** of your first meal. If no guarantee is provided, we will bill you for the estimated counts (or actual # served if greater) for the first day.

The mealtimes are set in advance by the management of the Pioneer College Caterers. Normal mealtimes are: Breakfast – 7:00 am to 8:00 am; Lunch – 12:00 pm to 1:00 pm; and Dinner – 5:00 pm to 6:00 pm. These times are not subject to change unless a change has been agreed to by both the Pioneer Management and IWU Conference Services prior to the start of the conference. Changes to meal times should be requested prior to having a completed contractual agreement.

Please contact Conference Services with any questions you may have at 765.677.2800.

Name of Group_____ Dates of Event_____
First meal_____ Final meal_____

ESTIMATED COUNTS FOR CONFERENCE:
(Due three weeks in advance of event)

_____adults 12 and over
_____Children 5-11
_____Children 4 and under (no charge)

GUARANTEED COUNTS FOR CONFERENCE:
(Due four days in advance of first meal)

_____adults 12 and over
_____Children 5-11
_____Children 4 and under (no charge)

SIGNATURE:

CONFERENCE CONTACT: _____
Printed Name Signature