

# CATERING MENU

541.463.3500 | [lanecc.edu/catering](http://lanecc.edu/catering)

## CATERING POLICY

### CATERING IN THE CENTER

*Main Campus & Downtown Locations*

Catering for the Center for Meeting and Learning is provided by Lane Catering: a full service, professional catering department of the college. No other food or beverage may be provided by the customer or brought into the facility and no food or beverage may leave the facility following an event.

### OFF-PREMISE CATERING

*Lane Catering*

Lane Catering provides catered food to off-site locations for special events. There is a \$1,500 minimum for off-premise catering services, exclusive of delivery charges and service fees. A sliding delivery fee will apply, determined by the scope of the event and the delivery location.

Contracted Catering & Corporate Catering is also available.

For more information:  
[www.lanecc.edu/catering](http://www.lanecc.edu/catering)  
[catering@lanecc.edu](mailto:catering@lanecc.edu)  
(541) 463-3500

### SERVICE CHARGE

All food & beverage sales are subject to an 18% Service Charge.

### MINIMUM GUARANTEE TIMELINE

For the Catering Office to best serve you, we require your catering minimum guarantee to be placed with your Event Coordinator at least five business days in advance of your event. You may not decrease your guest count after placing your minimum guarantee. However, you may increase your guest count up to three business days prior to your scheduled event date.

### SPECIAL REQUESTS

If you have any special catering needs, custom menu requests or dietary concerns, please feel free to contact the Catering Department at (541) 463-3500