



Thank you for inquiring about our excellent catering services. Our goal is to provide you with the best food and service available so that you may have a wonderful and memorable experience.

The ideas presented here are guidelines as to what we provide, but we will be glad to consider alternatives and plan events to your needs. To assist you in your planning, we have included some event-planning tips for you.

Please allow our catering department to assist in the planning of your special event. Remember that we can also handle other related services such as rentals, flowers, audio/visual equipment, music and entertainment.

PLANNING YOUR EVENT

Following these guidelines will ensure smooth planning.

1. Decide which kind of event you want. While every decision need not be finalized at this point, the more you know what you want, the easier your planning will be.
2. Be sure to select a facility that is an appropriate size for the number of guests you expect. At the time you reserve your room, make arrangements for any room accessories you may need.
3. Contact the **The Marmalade Toque** Catering Department at least eight to twelve weeks before the event at 909/815-6620. At this time, we will help you finalize all necessary decisions.
5. We require a final guest count at least **ten working days** before your event. This count is your guaranteed number. If your count has not been given at that time, your original booking count will be your guaranteed number. As a service to your group, we will prepare meals for five percent over your contracted count.