



# NASA LANGLEY EXCHANGE CATERING SALES/SERVICES AGREEMENT (BAR)

Exchange Catering, Building 2102 Room # 134, Hampton, Virginia 23681-21999

Call Alana Bell at 757-864-8254 or send an email to [alana.a.bell@nasa.gov](mailto:alana.a.bell@nasa.gov)

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## Catering Events General Provisions

(Not all provisions may apply)

### **1. Catering Menus:**

The catering menu is located at <https://larc-exchange.larc.nasa.gov/catering/>.

The catering menu features a selection of our most popular items. Menu selection and all other arrangements must be received no later than **two weeks prior to scheduled events**.

### **2. Beverages:**

The Exchange is the sole provider of all alcoholic beverages. Any remaining quantities of beer, wine and liquor must be bought, in total, by the client at our contracted retail price and unused portions cannot be removed after the function. There will be a fee for each bartender requested. All alcoholic beverages orders need to be placed at least a week in advance with the bar manager. Alcohol orders and a server will be arranged through [Junelynn.tran@nasa.gov](mailto:Junelynn.tran@nasa.gov). Also, please refer to the attached Langley Exchange Alcohol Consumption Policy.

### **3. Discounts:**

No "special" or "discounted" prices, privileges or service that would not otherwise be available to any and all NASA Exchange patrons without the Exchange Operations Manager/Food and Beverage Manager.

### **4. Catering Confirmation:**

The Requestor must sign a draft of the menu, cost, service charge (if applicable) and other event requirements two weeks before the event to agree/concur with the catering conditions. The Exchange Catering Team shall proceed to prepare to meet the Requestor's expectations. The Requestor must sign a Catering Sales Agreement to insure food items can be ordered and received timely for food preparation. The final guest count is due no later than 48 hours prior to the event. If estimated guest counts vary more than 5% or original count, the Catering Manager must be notified immediately.

- 5.** *An invoice will be sent to the Requestor before the event, to be paid after the execution of the catering agreement, unless a special arrangement has been approved by the Exchange Operations Manager. Payments can be made in cash, check or credit card. Checks must be made payable to NASA Langley Exchange; second party personal checks will not be accepted. The following information must be included on the check: organization (if applicable), phone number, email address and correct mailing address. All returned checks will be assessed at \$25.00 or 10% surcharge, whichever is greater. Cash or credit card payments will be processed at the Exchange Gift Shop/Store or cafeteria. An invoice and/or catering agreement must be presented when payment is made.*

### **6. Service Charge:**

There will be no extra fee for orders (i.e. food trays, pans, etc.) picked up at the cafeteria. A service fee of 10% will be added to the total cost of a buffet style catering when buffet tables are set, covered and decorated. A service fee of 15% will be added to the total cost of a buffet-style catering when tables are requested to be set, covered and decorated. For a full-service dine-in, a service fee of 18% will be added to the total cost of the meal. Any non-catered parties that request decorations at the IESB will be charged for a set-up fee, table cloths, kitchen and dinner wares to offset laundry, cleaning and staffing cost.

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### **7. Leftover Foods:**

Due to health and sanitation concerns, food or beverage leftovers will not be removed from the catering facility. "To Go" boxes will not be provided or allowed for left-over food items remaining on a buffet food tables. Dinner wares and serving trays will not be removed from the food service or catered room.

### **8. Outside Food or Beverages:**

No outside food, beverages or vendors are permitted at Exchange facilities without prior approval from the Catering Coordinator or the Exchange Operations Manager. All food items (with the exception of ceremonial cakes) must be provided by the Catering department. Homemade or "pot luck" food, cannot be combined with catered food. Please refer to the Food Safety Guidelines, CHM).

### **9. Room/Facility Set up:**

Floor plans and setup requirements must be coordinated with the Catering Coordinator **no later than 5 business days prior to the event**. The Exchange reserves the right to decline or change any requests if it presents a safety hazard or concern or, if it interferes with staff efficiency. Additional charge may apply to some requests based on difficulty and time required to execute the request. No changes to the color of the decorations or table cloths will be made by client within **two days** prior to the start of the function.

### **10. Linens and Decorations:**

The Exchange Catering Team will provide linens from the current inventory without additional charge for a booked catered function. Special requests for linen colors may have to be rented at the client's expense. Packages for decorations, such as ice sculptures, theme parties, and floral centerpieces may be available at a cost. Additional fees may be charged for special decorations. Non-catered functions requesting for linens and decorations will be charged accordingly.

### **11. Center Access for Guest:**

The host is responsible for the conduct of his or her guests and following the guidelines in LPD 9050.7 and LPD 9050.8. An LF 268 request must be submitted for all functions with non-badged guests and must be approved prior to final facility reservation approval.

**Cancellation Policy: All alcohol and catering orders must be canceled by email or phone with the Catering Coordinator or Food and Beverage Manager within 5 business days prior to the event to avoid a fee/service charge.**

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"I \_\_\_\_\_ (PRINT NAME) have reviewed and agreed on the above menu and catering services provided by the Exchange.

*Customer Signature* \_\_\_\_\_ *Date:* \_\_\_\_\_

*Catering Manager/Cafeteria Manager Signature* \_\_\_\_\_ *Date:* \_\_\_\_\_

Invoice will be generated by the Services Offices mailed or emailed.

Invoice # \_\_\_\_\_

Change notes/Set-up/Additional Comments: (fill out below if applicable)