

Catering Services Policy and Procedures

City Grill Café at Riverside City College

Thank you for choosing Riverside City College catering services. We strive to provide you with high quality food, beverages, and service.

Cancellations and Changes

Any event or menu item cancelled or changed less than 3 business days prior to the event will result in a service charge of 100% of the cost of products acquired and labor invested at the time of cancellation.

Served Meals

Depending on the size of your event, one or more servers may be needed to serve the event. Servers are \$30 an hour with a two-hour minimum. All events are served buffet style where guests serve themselves unless servers are requested at least three business days prior to the event.

Delivery Charge

A \$50 delivery charge is added for any off-campus event.

Additional Information

The catering prices includes food and beverages, disposable ware, buffet setup and breakdown, and linen for the food table.

China service is not provided at this time.

Tablecloths for guest seating can be ordered 5 business days in advance at \$10 each. Please inquire about colors and availability.

Catering prices are subject to state sales tax.

Events after normal City Grill Café operating hours or on weekends will incur overtime charges depending on the staff needed to support the event.

RCC Food Services is not responsible for any food or beverages not supplied by our department. All food and beverages purchased through RCCD must be consumed on the premises.

Total pricing will reflect your menu and service selections.

10% service fee will be added to all orders placed through food services for department supply purchases.

RCC Food Services Department has first right of refusal for all potential catering orders for all college approved events per BP 5700 Section VII.