Thank you for your request with Impressions Catering

A service of Morrison Healthcare Food Services at
St. Boniface General Hospital

From dinner parties to conferences, a luncheon, coffee breaks, business meetings, staff parties and cocktail receptions
Morrison will tailor menus to suit your budget and to meet your
needs such as; menu consultation services, rental arrangements and bar service.
We are pleased to offer suggestions on menus for your event and will be happy to address any specific requests.
Please advise us of any allergies or special dietary needs.
We look forward to being of service to you

Ordering Guidelines

Click on the catering Web link on your "SBGH INTRANET" home page. Please complete the Requisition Form and fax or email your order to Morrison Healthcare Food Services. If you are off campus and require a Requisition Form, one can be emailed or faxed directly to you.
Attn: Kelly Cap – catering@sbgh.mb.ca
Fax# 204-231-0821
Ph# 204-237-2152

- If you require confirmation by email or telephone, please indicate so on requisition form
- We appreciate receiving your order well in advance so that your catering selections receive the proper attention and are delivered on time. Please use the following guidelines:
  - 24 hours for all coffee service
  - 48 hours for all morning selections and working luncheons
  - 72 hours (3 working days) for hot breakfasts, luncheons and dinners
  - 5 working days for special catering events of 50 or more.

We understand that on occasion, due to extenuating circumstances, there may be very little notice given and we will do everything possible to accommodate these requests. Late orders will be accommodated as close to the requested time as possible. Advance orders will receive priority.

- Cancellation for all cold breaks, breakfasts and luncheons require 24 hour notice. Non stock items may be subject to charge.
- All dinners and functions for more that 100 require 72-hour notice of cancellation. Non stock items may be subject to charge.
- All catering orders are subject to a minimum order of $25.00 (pre tax). All orders less than the minimum are subject to a $5.00 Delivery charge.
- As you can understand, items missing or damaged will be subject to a replacement charge of ***$20.00 per order or more depending on items missing***. Please leave all serving pieces where delivered unless otherwise notifying the Catering Department. If you have a late afternoon delivery, please ensure the equipment is secured. It will be picked up the following day.
- ***We do not offer refunds on unused products such as; soft drinks and water. Please take them with you, as they are already paid for. *Remember to leave the NON-DISPOSIBLE items*!***
- Unless otherwise stated, all prices are quoted per person plus applicable taxes. As we are committed to always providing you with the freshest products and finest ingredients, our prices may be subject to change if there are commodity price fluctuations.
- A 15% service charge is applicable on all functions where staffing is required, off campus and on functions held outside of regular business hours. ***Regular business hours are Monday to Friday 7am to 4pm, holidays not included.***
- We offer linen, wine and water glass and cocktail table rentals in house
- We can also arrange any other rentals that may be required for your function; such as china and chairs. Don't hesitate to ask what is available for rental

Rentals

Glassware

Wine Glass (Morrison) $1.50/glass
Water Glass (Morrison) $1.50/glass

Other glassware is available for rent, advance notice required. Please call the Catering Department for details.

Table Cloths (Linen)

Standard White

114x53 Table Cloth	$2.90/ea.
85x85 Table Cloth	$2.65/ea.

Other colors available for rent upon request, advance notice required. Please call the Catering Department for details, prices may vary.

Linen Napkins

White 12x12	$.30/ea.
Black 12x12	$.30/ea.

Other colors available for rent upon request, advance notice required. Please call the Catering Department for details, prices may vary.

Tables

We have (12) 30" Cocktail tables available for rent. You may choose short stems which are perfect for sitting. We also have tall stems available for the more casual stand up event……or mix & match!

What ever you may require, we would be happy to help you make your event a success!

Morrison Healthcare Food Services
Catering Department
Kelly Cap/Catering Manager
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Fax: 204-231-0821
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