



Culinary Arts/Baking Special Function Request Terms and Conditions

1. Acceptance of function/service requests are made based on educational value, time, restrictions, market conditions, and/or labor availability.
2. Function/Service requests must be made by the person requesting the service and must be submitted to the Culinary Department at least two weeks in advance. All requests must be made by completing the Culinary Arts/Baking Special Function Request Form. In detail and must be approved by the Culinary instructors and building administrator.
3. A final count is required to Culinary Arts/Baking one week in advance for all special functions. If a final count is not given, the amount of the invoice will reflect the original number of people scheduled for the event or the actual people served will be charged (if higher and applicable).
4. Cancellations must be made in writing and given at least one week in advance. Failure to do so will/may result in a service charge. Food or supplies purchased for a special function prior to being cancelled will be the financial responsibility of the requester.
5. Functions will be invoiced per the price list for materials and services for the current school year.
6. Requests for services/functions that are more than \$200 .00 may require a 50% deposit by cash or check one week prior to the scheduled event to secure services.
7. CMTHS reserves the right to cancel any function/service request, for any reason, without any liability and/or financial responsibility. Notification of cancellation will be made via US Mail, Email or telephone.
8. CMTHS School closing will require functions/services to be rescheduled. CMTHS delays may result in functions/services being rescheduled. School may close due to inclement weather conditions or for other reasons. Announcements regarding the closing of school will be made in the morning beginning at 6:00 AM on KYW, 1060 AM and on Action News WPVI TV 6, the school website www.cmths.org, and via the school telephone communication system. (I took that from our website). The CMTHS School Closing number is: 329