



## Cascade Club Catering

### *China and Flatware Policy*

#### Policy:

China and flatware are available for use inside the Cascade Club or Cedar Lodge buildings for RCA-sponsored functions, Trilogy Club events, or for private functions. Users will need to sign a China and Flatware Rental Agreement when renting place settings from Cascade Club Catering.

#### Fees:

- *Trilogy Club Functions:* There is no rental fee for these functions; however, a \$25.00 replacement deposit will be required when the China and Flatware Rental Agreement is signed. The user will be charged a replacement fee for any broken, damaged, or missing pieces. The user will be billed for any additional costs beyond the \$25.00 deposit. If the replacement fee is less than \$25.00, the difference will be returned to the user.
- *Private Functions:* Users will be required to provide a \$25.00 deposit to cover replacement as stated above. In addition, a \$2.00 fee will be charged for each place setting rented. The \$2.00 fee includes the rental of the place setting as well as a dishwashing fee.

A place setting includes dinner plate, luncheon plate, salad/dessert plate, soup bowl, coffee mug, salad fork, dinner fork, knife, teaspoon, and soup spoon. There are 155 place settings available. Partial settings have the same rental fee of \$2.00 per setting as full place settings.

#### System for Checkout:

- When the User reserves an event space and indicates a desire to use the china/flatware, a China and Flatware Rental Agreement must be signed, and the \$25.00 damage deposit paid.
- RCA events Activities Department staff will:
  - i. Check out the china/flatware
  - ii. Inspect the returning china/flatware for count, breakage, and cleanliness
  - iii. Return the user's deposit minus any replacement fee. Bill the user for any replacement fee in excess of the deposit.

## China and Flatware Rental Agreement

Event: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Name of User: \_\_\_\_\_

Signature of User: \_\_\_\_\_

The user represents:  Trilogy Club  Trilogy Member  Public User

Deposit: \$   \$25.00  

Rental Fee: \$   \$2.00   (per setting)

Total Received: \$ \_\_\_\_\_ Received by: \_\_\_\_\_  
Trilogy Staff Date

Item	Number of items				Replacement Cost/Piece (\$)	Replacement Cost
	Needed	Checked Out	Checked In	Broken/Damaged		
Dinner plate						
Luncheon plate						
Salad/dessert plate						
Coffee mug						
Salad fork						
Dinner Fork						
Knife						
Teaspoon						
Soup spoon						
Soup bowl						
<b>Total:</b>						

**Total Returned:** \$ \_\_\_\_\_ **Received by:** \_\_\_\_\_  
user date

- or -

**Total Due:** \$ \_\_\_\_\_ **Received by:** \_\_\_\_\_  
committee person date