

CATERING SERVICES

SUMMARY

Miami-Dade Corrections and Rehabilitation Department, through its Food Services Bureau offers catering services as follows:

- Complete catering services to include pre-planning, set up, food service, and clean up.
- Cost estimates for requested services.

PROCEDURE

1. Catering Services Request Form must be completed in its entirety and contain:
 - a. Description and purpose of the event;
 - b. Desired menu;
 - c. Contact person and telephone number;
 - d. Date, place and time catering is needed;
 - e. Number of people attending the event;
 - f. Budget index code and sub-object code or source of payment.
2. Forward the Catering Services Request Form to the Miami-Dade Corrections and Rehabilitation Department, Food Services Bureau Commander.
3. Upon receipt and review of the Catering Services Request Form, the Food Services Bureau will contact the requesting department's contact person to discuss the request and provide a cost estimate.
4. A written contract requiring signatures of the Miami-Dade Corrections and Rehabilitation Department Director and the requesting Department Director will be prepared for large catering functions or on-going requests.

CONTACT(S): Department/Division

Miami-Dade Corrections and Rehabilitation Department/ Food Services Bureau/Commander