

# CATERING AND CONCESSIONS AT THE EISSEY CAMPUS THEATRE

All food service, including catering and concessions, at the PBCC Eissey Campus Theatre is handled ***exclusively*** by  
**College Cafe**

## CATERING PROCEDURES

**Step 1:** As soon as you decide to have a reception in the lobby of the theatre as part of your event, please contact the Theatre Director at 207-5905 or [denholmn@pbcc.edu](mailto:denholmn@pbcc.edu) to receive a copy of the College Café's menus.

**Step 2:** No later than **three weeks before your event** send an e-mail to College Cafe at [collegecafe@pbcc.edu](mailto:collegecafe@pbcc.edu) and request exactly what food and drink you want for your event as well as the date, time and location of the event. Please include a phone number where you can be reached if they have questions and a fax number if available. *Send a copy of your e-mail to Nancy Denholm at [denholmn@pbcc.edu](mailto:denholmn@pbcc.edu)*

**Step 3:** A written quote from College Cafe should be sent to you within 2-3 days. If you do not receive your quote in this time period, please contact the Theatre Director at the contacts above or Jeff Hutchinson with Central Kitchen at 561-868-3068.

**Step 4: *IMPORTANT!*** Please return your signed quote to College Cafe within 48 hours of when you receive it.

**If at any time you need to speak to College Cafe  
please contact Jeff Hutchinson at 561-868-3068**

***All food and drink at the Eissey Campus Theatre  
must be provided by College Café  
IMPORTANT! No alcoholic beverage is permitted in  
the Eissey Campus Theatre...including backstage.***

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## FOOD/DRINK CONCESSIONS

For most events, depending on the number of attendees, College Cafe will provide drinks and snacks in the lobby for your guests to purchase before the show and at the first intermission.

*If there is no intermission, concessions will NOT be open.*  
To confirm that concessions will be offered at your event or if you have any questions, please call Theatre Director at (561) 207-5905.