How to Order
- The UW Bothell catering menu and order form can be found at www.uwb.edu/food under Common Grounds Catering.
- Complete the order form, print it, and have it signed off by the appropriate staff person.
- Email the completed signed order form, along with any food approval forms needed to commongrounds@uwb.edu

Lead Time for Orders
- In order for Common Grounds Catering to meet your needs, all catering orders must be placed three (3) business days in advance of the event.
- Requests made with less than 3 business days lead time will be accommodated, as is possible, based on time, staff and equipment availability.
- Any orders placed with less than 3 business days lead time may be subject to a rush service charge of 20% of the cost of the total order.

Catering Business Hours
- Regular catering service is available from 7am-8pm, MON-FRI.
- Before/after hours and weekend events can be accommodated with prior arrangements being made 1 business weeks in advance of the date of the event, and a minimum order of $80.00

Payments for Orders
- Catering orders need to be paid using an active UW budget that is open to expenditures; the budget number is required on your order form.
- Orders paid with a UW budget are not subject to sales tax.
- Your department will receive an invoice after your event is over and your budget will be charged through an internal sales document (ISD) for the total amount of your order.
- Questions regarding an existing catering bill can be emailed to auxfinance@uwb.edu

Cancellations
- All cancellations need to be submitted in writing via email to commongrounds@uwb.edu. Please include your name, the name of your event, the date, time & location of your event in your cancellation.
- Cancellations submitted less than 2 business days (by WED for a FRI event; by FRI for a TU event) prior to the event will be charged 100% of their order.

Catering Equipment Returns
- Pick-up and return arrangements for a catering request must to be made when the order is placed.
- If Catering is retrieving the equipment, a catering staff person will come and pick up all of the equipment, etc. that had been set-up for your event at the agreed upon time.
- If you would like to keep any “extras” from your order, please make sure to bring containers to put these items in and do so, prior to the pre-arranged pick up time.
- Patrons can arrange to pick up their own orders from Catering at Common Grounds. If this is the chosen option, the department must be able to have their event in a self-sufficient manner in regards to any equipment, refrigeration, carts, trays or other materials. Catering does not provide these items or use of their equipment for this option.