



Catered Event Policies & Information

Sodexo Services is the exclusive caterer to Space Center Houston. All catered events are scheduled through the Special Events Department. The following information has been designed to ensure the success of every private event hosted by Sodexo at Space Center Houston.

Below you will find information, which will assist you, as you begin to plan for your upcoming special event at Space Center Houston.

In addition to our Sample Menu Packet, we will work with you to create a custom menu tailored to your group's specific needs. One menu is required for all guests. Dietary substitutes may be made in advance. For all in-house catering requests, we ask that you provide 48 hours advance notice. As always, we will work with you to find solutions to last minute needs.

Catering orders with less than 48 hours notice will be based on product and staff availability, and will include a \$25.00 service charge in addition to menu prices.

A deposit must be received at least 10 days prior to your event and full payment is preferred on the day of your event. Payment in full is required in advance for events less than \$2,500. Sodexo accepts all major credit cards or company checks for all payments. Please check with your caterer for billing information.

All food and beverage items are subject to a 20% service charge and 8.25% local sales tax.

Guarantees

A minimum guarantee number of guests is required 72 hours prior to any event, and is not subject to reduction. You will be billed for the guaranteed number of attendees or the actual number served, whichever is greater. We are prepared to serve 5% above the guarantee.

Facility

Space Center Houston is open to the general public 364 days a year, only closing on December 25th. The operating schedule varies with the time of year. Events may begin as early as one hour after the Center closes. Check with the Special Events Department for the operating schedule and hours of operation.