

Healthy Menus for Healthy Meetings

The Center for Total Health is a place to talk about health, and we certainly do. It's also a place to live health, to experiment with ways to make health more fun and accessible, and to help our guests do the same.

One of our core goals is to provide healthy food for guests visiting the Center for Total Health, whether you're here for an hour or a week. We work with our exclusive catering partner, Ridgewells Catering, to offer cost-conscious menus that comply with Kaiser Permanente's Healthy Picks Guidelines. Not only is this food healthy and delicious, it helps keep meeting participants alert throughout the day (avoiding the post-lunch food coma and mid-afternoon cookie crash!), allowing for a more productive meeting.

The following pages include our standard menu options and general catering policies. If you have any questions, please don't hesitate to ask!

Your Partners in Healthy Eating,

Keith Montgomery
Executive Director
Kaiser Permanente Center for
Total Health

Wayne Coffen
Senior Events & Meetings Planner
Kaiser Permanente Center for
Total Health

Jen Becker Denney
Senior Event Designer
Ridgewells Catering

Maggie Mayhew
Event Designer
Ridgewells Catering

Ordering Information

Please contact Ridgewells as soon as possible, with as much advance notice as possible. When beginning your order, please provide Ridgewells with event start and end times, meal and snack times, expected guest count, and set-up requirements. If you have a budget (either total or per person) in mind, please also share that as early in the process as possible.

To place an order, please contact Maggie Mayhew or Jen Becker Denney.

Maggie Mayhew: 301.907.3736 | mmayhew@ridgewells.com

Jen Becker Denney: 301.907.3754 | jdenney@ridgewells.com

Orders placed less than five (5) business days in advance may be subject to additional charges. Any order booked 30 days or more in advance will receive a 10% discount.

Ridgewells is happy to accommodate special requests or dietary restrictions. Please mention such requests when placing your order.

Equipment & Set Up

The Center has limited equipment onsite, and you may need to rent certain items through Ridgewells. Most commonly, our guests need to rent tables to accommodate groups not using the Convergence Center.

GENERAL EQUIPMENT

A variety of basic equipment will be included in your order (including but not limited to coffee urns, buffet tables, and disposable plates & flatware).

FURNITURE

Chairs: The center has 100 black chairs. Should you need more than 100 chairs, Ridgewells can supplement with additional chairs.

Tables: Ridgewells has a variety of tables available. Rental rates depend on the linens you select, but the chart below provides some examples for reference. The Center has a total of ten (10) standard 6-foot by 3-foot tables.

Table	Basic Linen	Premium Linen
5.5' Rounds	\$30 / table / day	\$35 / table / day
6' Classroom		

Décor and Special Orders: If you are planning a reception or other special event, Ridgewells will be happy to work with you on special orders and décor. This includes (but is not limited to) floral arrangements, lighting, or branded furniture.

Policies

- The Center requires catering staff for all events of 13 or more guests. Exceptions to this policy may be granted by the staff of the Center for Total Health on a case-by-case basis. Please contact Wayne Coffen to request an exemption.
- We encourage all hosts to follow Kaiser Permanente Healthy Picks Guidelines, which set reasonable parameters for food and beverage. Kaiser Permanente hosts must follow these policies as of May 1, 2014. Note that discouraged items include sugar beverages and large desserts.
- Final guest count, menu, and logistics must be submitted five business days/one week prior to event date. Late confirmation may incur additional charges.
- Ridgewells will do everything possible to accommodate last-minute requests, including changes and additions, but cannot guarantee this.
- Events canceled for any reason within 72 hours will be charged in full.
- Ridgewells requires a 75 percent deposit in advance of the event, and can bill by credit card or invoice. Please share your preference when placing an order.