

# Welcome to the new Customer Visit Center at Reston.

**We are pleased to offer a newly enhanced, full catering service designed to meet CVC standards.**

This service will be provided to all meetings booked into the EDR and CVC meeting rooms, including:

**ONE STOP SHOP**—you will now be able to order catering in the new Customer Visit Center utilizing the same scheduling tool for booking the room. Catering service is included and required for all rooms booked in the CVC.

**ONLINE MENU DESCRIPTION**—you will be able to check the Bon Appetit website to view the menu for the specific dates of your meetings.

**CATERING MANAGER**—available to answer your questions and respond to your specific event needs.

**NEW MENU CONCEPT AND SERVICE UPGRADES**—including a full breakfast and lunch buffet conveniently located steps from the room. The daily menu will be from a seasonal rotation of fresh, local ingredients prepared by the chef for all CVC guests. Every buffet will offer hot entrees, salads, side dishes and vegetarian options.

Services offered include; all day beverage service, breakfast, lunch, dessert and afternoon break—all served on china by an attentive wait staff.

The Executive Dining Room will be available for booking restaurant style luncheons, complete with the flexibility for each guest to order from the daily menu.

## **POLICIES**

**Bon Appetit** is the exclusive catering provider in the CVC rooms and auditorium.

Please keep in mind that catering service is required for all meetings booked in the CVC, unless catering is otherwise limited or prohibited by government gift & ethics laws.

Meals, snacks, logo items, travel and other items of value should all be treated as potential “gifts” when dealing with the government. Gifts are prohibited, limited, and/or reportable in many jurisdictions, and in some cases even the offer of a gift is prohibited. Visits involving government/public sector employees and officials must be structured to follow the Anti-Corruption and Supplemental Business Conduct Policy, and, for visits involving U.S. or Canadian government, the Supplemental Policy on Government Contracting and Dealing with Government Officials and Employees.

Questions should be directed to the contacts listed within the policy, or one of the regional Compliance and Ethics Officers below.

**NA:** Stacey Hamilton - [stacey.hamilton@oracle.com](mailto:stacey.hamilton@oracle.com)

**APAC:** Robert Wong - [robert.wong@oracle.com](mailto:robert.wong@oracle.com)

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## EMEA:

- Europe: Matthijs Veenema - [matthijs.veenema@oracle.com](mailto:matthijs.veenema@oracle.com)
- Middle East & Africa: Muhammed Essop - [muhammed.essop@oracle.com](mailto:muhammed.essop@oracle.com)

LAD: Marcio Silveira - [marcio.silveira@oracle.com](mailto:marcio.silveira@oracle.com)

**Adjustments** to the guest count and event order can be made up until three business days prior to the event. After that point the group will be charged for the full number of guests. Guest counts can increase after that time, if we are able to accommodate them, and will be charged an additional 10% for those late add-ons.

**Cancellations** will be accepted up to five business days prior to the event. If the group cancels within five business days of the scheduled event, they will be assessed a cancellation fee at the value of the entire anticipated event balance including food, beverage, 15% service charge and 5% sales tax.

Events booked less than 5 business days before an event will be charged an additional 10% for late booking.