

Freddie Mac Catering Policy

All food and beverage, including alcohol, offered at corporate expense for on-campus events must be supplied by Freddie Mac's on-campus food service vendor. Potlucks are allowed, but please note that food prepared by Freddie Mac's catering department cannot be combined with employee-prepared food at the same event pursuant to Fairfax county code Section 43.1-3-3.

Ordering

Please submit standard catering orders a minimum of two business days (48 hours) in advance. Last minute orders may be accommodated, but you must call the catering team at 703-903-3289 for available menus. Special menus or food items require at least 10 business days, to allow us time to order necessary supplies.

You can view standard and seasonal catering menus from [Event Wizard](#) and add the request to your room reservation. All orders require valid cost center and account code numbers. Due to IRS regulations, catering orders must include the number of expected external attendees and the business purpose.

Potlucks

Your group is welcome to have a potluck on campus, provided you abide by the [Potluck Guidelines](#).

Alcohol

Due to state liquor requirements, all alcohol consumed on campus must be purchased from Freddie Mac's food service vendor. Failure to comply with this requirement could result in a \$5,000 fine from the Virginia Department of Alcoholic Beverage Control, which will be the responsibility of the business unit sponsoring the non-compliant event.

For events falling under the Business Courtesies policy, alcohol (beer or wine only) may be served onsite at a Freddie Mac location only if it is supplied by the Freddie Mac contracted food service vendor and if it is paid for by the appropriate senior officer or director in attendance (without suggested collections from or donations by others), through an account that is established in advance with the contracted food service vendor for the acceptance of a single personal payment. We are here to help, please feel free to contact us with any questions/concerns that you may have.