

## **CATERING REQUEST**

*(Catering Request Forms to be submitted within 24 hours notice or a late fee of 20% will be charged)*

<b>Department:</b>	<b>Accounting String #</b>
<b>Contact:</b>	<b>Location:</b>
<b>Extension:</b>	<b>Set up Time:</b>
<b>Request Date:</b>	<b>Clean up Time:</b>
<b>Function Date:</b>	<b>Number of people:</b>

**TYPE OF SERVICE:** \_\_\_\_\_  
*(Buffet / Preset / Served / Reception)*

**TABLEWARE:** \_\_\_\_\_  
*(Plastic or china)*

**LINEN (optional) \$5.00 each extra Table Cloth:** \_\_\_\_\_ **Napkins:** \_\_\_\_\_

**COLORS AVAILABLE: Red or White**

<b>MENU</b> <i>(Please refer to our Catering Guide)</i>	<b>SPECIAL REQUESTS</b> <i>(Please contact Catering for approval)</i>