



Food & Nutrition Services FORM

Special Event Order

Salem Public Schools

FNS District Office welcomes the opportunity to support your Special Events (e.g. staff meetings, school cookouts). **Please be advised that School Food Service cannot DONATE food/beverages, staff time, or use of our equipment.** Your organization will be billed for all procurement & staffing charges incurred.

Please submit this form to the District FNS Office **at least 10 school days*** before your scheduled Event.

- Your request will be reviewed and a quote for services will be sent to you within 48 hours.
- You must accept the quote by returning a written acceptance to the District Director, FNS.
- Once the written quote approval is received, FNS will begin the procurement process.
- Changes to or cancellation of your order will be subject a fee.
- Charges will be billed to the SPS department or SPS Volunteer Organization after service.
- Payment will be expected within 30 days.

General DESCRIPTION of EVENT: _____

EVENT DATE: _____ EVENT VENUE: _____ # Attending: _____

CONTACT Name: _____ Contact Phone: _____ Contact email: _____

SERVE-SAFE STAFF: SY2016 Hourly Rate: \$ 32 x _____ hrs event duration = _____

Please indicate the scope of this person's duties beyond supervising safe operation of FNS Equipment.

EQUIPMENT: e.g. Grill, Coffee Urns, Food Display, Cutlery/Napkins

FOOD:

Beverage: e.g. Coffee, Tea, Water

If you have any questions, please do not hesitate to contact your school kitchen, or the Food & Nutrition Services District Office at 978-740-1230.

 **Food & Nutrition Services cannot guarantee meal service without advance notice. If lunches are needed without advance notice, a fee will be charged to the school.**