

CATERING GUIDE AND AGREEMENT

Please Read Before Completing Your Order

- 1. EVENT NAME:**
Fill in the name by which this event is known to its participants.
 - 2. CONTACT PERSON:**
Fill in the name of the person who will handle the arrangements for this event.
 - 3. PHONE #:**
Fill in the phone number of the person who will handle the arrangements for this event.
 - 4. EVENT DATE:**
Fill in the month, date, and year of the event.
 - 5. EVENT TIME:**
Fill in the exact time that your event will begin.
 - 6. CONFIRMED COUNT:**
This is the count for which you will be billed and must be submitted at least 5 working days prior to the event.
 - 7. BILL TO:**
Fill in the person, organization, or fund that will pay for the event.
 - 8. ACCOUNT CODE:**
If this event will be billed from a district account, please fill in the number for that account.
 - 9. CONFIRM. SIGNATURE:**
This signature must be that of the person who will pay for the event or the person authorized to approve account expenditures.
 - 10. DELIVERY SITE**
Fill in the site where the catered items will be delivered.
 - 11. DELIVERY ROOM**
Fill in the exact room at the delivery site where the catered items will be set up or delivered.
 - 12. SET-UP TIME:**
Fill in the time at which you would like the catered items completely set and ready for your event.
 - 13. PICK-UP TIME:**
Fill in the time at which it would be permissible for the caterer to retrieve catering equipment.
 - 14. MENU:**
Use your catering guide and menu to assist in planning your desired menu.
 - 15. CUSTOMER COPY:**
The last copy of the form is for the customer's records. Please keep this copy for your records and send the remaining copies to the food services director at the district office. Be sure to note any later changes on your customer copy.
 - 16. LOAD LIST:**
This list is primarily for the use of catering personnel when they deliver your event, Therefore, you are only obligated to use this section if you wish to order an extra or unusual item(s).
 - 17. SPECIAL ORDERS:**
Special orders will be accommodated whenever possible, but they must be approved in advance by the food services director.
 - 18. LATE ORDERS:**
Late order will be taken whenever possible but they cannot be guaranteed. An additional 20% will be applied to late orders to cover the cost of extra labor required for a rush order.
 - 19. PHONE CONFIRMATION:**
Please take the time to confirm all of your orders by phone with the food services director at least two days before the event.
 - 20. CLEAN UP:**
Our prices have been set with the understanding that some assistance in set-up and clean-up will be provided by the members of the event. Please be sure that no food is left unattended after an event unless pick-up arrangements have been made. If this is not possible, an additional charge for labor might be applied to your bill.
 - 21. VEGETARIAN MEALS:**
Vegetarian meals must be ordered in advance as a special menu item, and they will be priced as determined by their content.
 - 22. PAYMENT:**
Payment due within 30 days of invoice.
- We sincerely hope this guide is helpful when planning your special events.
- I agree to all of the above mentioned policies and requirements:
- Customer Signature: _____