



**FOOD SERVICES**

NYIT

Northern Boulevard

P.O. Box 8000

Old Westbury, NY 11568

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Foodservices@nyit.edu

# Catering Request Form

Event Date		Event Name	
Event Location		Room	Guest Count
Organization Name		Booking Contact	

Fax Number	Email		Phone Number	
Mailing Address		City	State	Zip

Method of Payment	
Check:	
Credit Card: (authorization required)	
Tax Exempt	Yes      No

Event Start Time	Event End Time

Start Time	End Time	Menu Items	Quantity

Special Notes