



HARTNELL COLLEGE

CATERING REQUEST FORM

The Grill & Food Services

(831) 770-6111

(831) 755-6000

Kskinner@hartnell.edu

PLEASE SUBMIT CATERING REQUEST AT LEAST 7 DAYS IN ADVANCE OF EVENT TO ENSURE PRODUCT AND STAFF AVAILABILITY.

PLEASE COMPLETE ALL SECTIONS

GENERAL INFORMATION			
Person Requesting		Email	
Organization / Area		Phone	
Billing Address		Alt. Phone	
City, State, Zip			
Billing to Department <i>(in-house requests only)</i>		Credit Card # <i>(community requests only)</i>	
Budget Code (required):			
EVENT INFORMATION			
Event Date		Event Location	
Delivery Time		Number of Guests*	
Event Start Time		Event End Time	

****Final count guests must be provided to Food Services three (3) days prior to event.***

Type of Service	<input type="checkbox"/> Buffet <input type="checkbox"/> Preset <input type="checkbox"/> Reception
Tableware	<input type="checkbox"/> China (additional charge) <input type="checkbox"/> Everyday tableware (additional charge)
Additional Service	<input type="checkbox"/> Additional Service help / volunteers needed to help service
Linen <i>(indicate number needed)</i>	Round Table _____ Rectangle Table _____ Napkins _____ Color _____ <i>There is an additional charge for all linen. Colors, other than white, require three week notice.</i>

MENU SELECTIONS			
Price per plate: (Minimum / Maximum)			
Additional comments			
Customer's signature		Date	
Facilities: A <u>Facilities Use Request</u> form, including set-up, is required for use of all facilities. Please be sure to reserve the room 30 minutes prior and 30 minutes after the event for setup and cleanup purposes.			