



FOOD SERVICE REQUEST FORM

Requests must be received by the Culinary Department 7 days in advance of the function. ALL room reservations are the responsibility of the group/person sponsoring the event. Contact Marianne Foster – 250-5550

BILLING INFORMATION MUST BE COMPLETE

Today's Date: _____	Work Order # _____
Person/Organization: _____	Date of Event: _____
Address: _____	Time: _____
City _____	Event Room: _____
State _____ Zip Code: _____	Number of Guests: _____
Phone Number: _____	PO Number: _____
E-mail address: _____	Total Amount Due: _____

Beverages	Qty	Cost	Order #
Coffee:	10 cup pot	\$7.00	_____
	30 cup pot	\$18.00	_____
	60 cup pot	\$33.00	_____
Iced tea	½ gallon	\$5.00	_____
	3 gallon	\$22.00	_____
Punch	bowl	\$22.00	_____
Orange Juice	½ gallon	\$5.00	_____
Soft drinks	can	\$0.75	_____
Bottled water		\$0.75	_____
Snack Items			
Cookies			
chocolate chip	per dozen	\$3.00	_____
peanut butter	per dozen	\$3.00	_____
oatmeal	per dozen	\$3.00	_____
Fancy cookies	per dozen	\$3.75	_____
6 dz. minimum			
Cinnamon rolls	per dozen	\$8.50	_____
Fruit rolls	per dozen	\$8.50	_____
Brownies	per dozen	\$7.20	_____
Dinner rolls	20 ct.	\$8.00	_____
	40 ct.	\$15.00	_____
Sheet cakes plain iced (call for decorating price additions)			
	15 people	\$11.00	_____
	30 people	\$20.00	_____
	60 people	\$28.00	_____
Vegetable tray	15 people	\$22.50	_____
	25 people	\$32.00	_____
	50 people	\$55.00	_____
Fruit tray	15 people	\$22.50	_____
	25 people	\$32.00	_____
	50 people	\$55.00	_____

Paper Supplies	Qty	Cost	Order #
Styro cups	8 oz. 25 ct.	\$1.25	_____
	12 oz. 25 ct.	\$1.75	_____
Plastic cups	5 oz. 100 ct.	\$4.50	_____
Napkins	250 ct. pkg.	\$5.00	_____
Paper tablecloths	each	\$3.50	_____
Plastic ware	knives, 12 ct.	\$0.75	_____
	forks, 12 ct.	\$0.75	_____
	spoons, 12 ct.	\$0.75	_____
Plastic plates	5 inch, 12 ct.	\$2.50	_____
	9 inch, 12 ct.	\$3.25	_____
Plastic bowls	per dozen	\$2.50	_____
Table skirt rental	each	\$1.50	_____

Special Menu Considerations