

# Middlesex Community College

## Catering Request Form

REQUESTS WILL NOT BE SUBMITTED WITHOUT A PURCHASE REQUEST/ORDER AND A BUDGET NUMBER. SUBMIT YOUR REQUEST TO MAUREEN SPINNEY ([spinneym@middlesex.mass.edu](mailto:spinneym@middlesex.mass.edu)) and a copy to VICKI COURTEMANCHE ([courtemanchev@middlesex.mass.edu](mailto:courtemanchev@middlesex.mass.edu)). MAKE SURE THAT YOU RECEIVE A CONFIRMATION FOR YOUR REQUEST.

**Press the tab key to move from field to field.**

FUNCTION NAME: _____		CAMPUS/BUILDING/ROOM: _____	
DATE: _____	DAY OF WEEK: _____	REQUESTED BY: _____	TELEPHONE / EXT: _____
SNOW DATE: _____	DAY OF WEEK: _____	BUDGET: _____	PURCHASE REQ/ PO # : _____
DELIVERY TIME: _____	SET UP COMPLETE: _____	START TIME: _____	CLEAN UP TIME: _____

1. Waitstaff are required at The Nesmith House and The Meetinghouse for all functions with 10 or more attendees and may be required for other events as needed.
2. China, Flatware, and Glassware is available at an additional cost of \$1.00 per person for all other College Functions.
3. Please note that additional charges may occur if the clean up time goes beyond what is specified.

Menu Selection	Number Attendees	Price Per Person	Total Cost
Waitstaff			
TOTAL COST:			

Waitstaff @ \$25.00 per hour (minimum 4 hours per person) as required for all College Functions.

SPECIAL INSTRUCTIONS:

You are also encouraged to complete the Food Service / Catering Survey found on the MCC website within 24 hours of your catered function.

TAX EXEMPT NUMBER (for outside agencies only):

Company Name:

Contact:

Address:

City

State

Zip

Telephone:

FAX:

09/2010