

### Catering Requisition Form

**FACILITY & CALENDAR CLEARANCE FORM MUST BE APPROVED BEFORE FOOD CAN BE ORDERED.**

<b>NAME OF ORGANIZATION/DEPARTMENT:</b>	
<b>ORDERED BY:</b>	<b>DATE OF EVENT:</b>
<b>ADDRESS:</b>	<b>EST # OF GUESTS:</b>
<b>PHONE #:</b>	<b>TIME OF EVENT:</b>
<b>BILL EVENT TO (Dept. #):</b>	<b>TIME TO SET BY:</b>
<b>LOCATION OF EVENT:</b>	<b>TIME TO PICK UP:</b>
<input type="checkbox"/> PICK-UP <input type="checkbox"/> DELIVERED	<b>PRICE ESTIMATE:</b>
<b>MEAL:</b> <input type="checkbox"/> BREAKFAST <input type="checkbox"/> LUNCH <input type="checkbox"/> DINNER <input type="checkbox"/> SNACK <input type="checkbox"/> SERVED <input type="checkbox"/> BUFFET	
<input type="checkbox"/> DISPOSABLES <input type="checkbox"/> CHINA <input type="checkbox"/> LINEN <b>BAR SERVICE:</b> <input type="checkbox"/> CASH <input type="checkbox"/> HOST	

**PLEASE DOUBLE-CLICK ON CORRESPONDING BOXES TO MARK YOUR SELECTIONS**

**Items requested:**

**Special Instructions:**

**Bill Information:**

<b># OF PEOPLE OR GUARANTEED:</b>	<b>PRICE PER PERSON:</b>	<b>SUBTOTAL:</b>
<b>SERVICE CHARGE:</b> NC	<b>STAFF CHARGE:</b> NC	<b>TAX:</b> NC
<b>GRAND TOTAL:</b>		

The patron acknowledges receipt of a copy of this agreement agrees to the policies, rules and conditions of UW-Manitowoc & FSI and of this agreement, implied or written. The patron also agrees to pay and satisfy the total amount due via the terms listed in the Catering Menu document (pre-payment may be required for external groups)

Patrons Signature \_\_\_\_\_

Date: \_\_\_\_\_

FSI Rep. Signature \_\_\_\_\_

Date: \_\_\_\_\_

Please return this form to FSI. Questions can be answered via e-mail to [bluedevelgrill@uwc.edu](mailto:bluedevelgrill@uwc.edu) or by calling 683-4714.