



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. Make sure that you receive a confirmation for your request.

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 are 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.

Table with 4 columns: Menu Selection, Number Attendees, Price Per Person, Total Cost. Includes a row for Waitstaff and a row for TOTAL COST.

Waitstaff @ \$25.00 per hour (minimum 4 hours per person) as required for all College Functions, \$35 per hour after normal operating hours.

Special Instructions:

Empty rectangular box for 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: \_\_\_\_\_ Email: \_\_\_\_\_