

# Food Service Catering • Kitchen Usage

## Instructions

1. This form **must be received at least five working days prior to the event.**
2. Contact Food Service for current prices at 414-423-4656.
3. You are responsible for picking up your catering order from the school's kitchen. Contact the Food Service at 414-423-4656 if special delivery circumstances are necessary.
4. You are responsible for returning all equipment to the school kitchen.
5. Any damage to facility and/or equipment is the responsibility of the department/organization and a charge will be incurred for repair/replacement cost(s).
6. Return, email, or fax the completed form to (see above)



Kitchen Usage with Catering     Kitchen Usage Only     Catering Only

Department/Organization \_\_\_\_\_

Address (Outside organizations only) \_\_\_\_\_

Requestor \_\_\_\_\_ Phone \_\_\_\_\_

Date(s) of Function: \_\_\_\_\_

Start time: \_\_\_\_\_  AM  PM      End time: \_\_\_\_\_  AM  PM

Building \_\_\_\_\_ Room \_\_\_\_\_

Special Requests \_\_\_\_\_

Description of Setup \_\_\_\_\_

## Catering Requests-

Qty Ordered	U/M	Description of Item(s)	For Office Use Only		
			Qty Used	Cost	Extension
<b>Total</b>					

Account# (Order will not be processed without the account number) \_\_\_\_\_

Signature of Requestor \_\_\_\_\_ Date \_\_\_\_\_

Approved by \_\_\_\_\_ Date \_\_\_\_\_