



Attn: Food Service, Franklin High School
 Email: jessica.christensen@franklin.k12.wi.us

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
Total					

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

Signature of Requestor _____ Date _____

Approved by _____ Date _____