



Food Service Special Event Order Form

Please e-mail this completed form to Catering@chuh.org

Request Date:

EVENT INFORMATION		CONTACT/PAYMENT INFORMATION	
Event Date:		Contact Name:	
Location/ Room:		Email:	
Setup/Delivery Time:		Phone Number:	
Event Start Time:		Acct/ PO #	
End Time:			
# of People Attending:		NOTE: If not charged to an account; payment by cash or check is required	
(Please confirm # attending 48 hours prior to event)			

ORDER INFORMATION (Detailed description of what you would like)

SERVICE NOTES (Please Check if Required for your Order)							
☐	Cups	☐	Forks	☐	Creamer	☐	Margarine/Butter
☐	Stirrers	☐	Knives	☐	Equal/Sugar	☐	Cream Cheese/Jelly
☐	9" Plates	☐	Spoons	☐	Sterno	☐	Tea
☐	6" Plates	☐	Tablecloth	☐	Chafers	☐	Coffee
☐	Napkins	☐	Linens	☐	Ice	☐	Serving Utensils

ORDERING INSTRUCTIONS
<p>Please note that a 5 day notice is required for small events. Please place your order at least 10 days in advance for larger events. If you in less than the required notice; please call in addition to submitting this form. We will do our best to accommodate your request. A 24 hour cancellation notice is required. Please contact the Food Service Office at 216-320-2007 or Catering@chug.org</p>

BILLING INFORMATION (OFFICE USE ONLY)			
Cost per Person	\$	Paid on:	
Total Cost	\$	Invoice #	