

2026 - 2027 Function Order Form

Food Service Department - City of Waterbury

562 Captain Neville Drive, Waterbury, CT 06705 - Phone: 203-574-8035 - Fax: 203-346-6110

ALL ARRANGEMENTS MUST BE MADE AT LEAST TWO WEEKS IN ADVANCE

<u>Beverages:</u>	<u>Price</u>	<u>Per</u>	<u>Quantity</u>	<u>Total</u>
Coffee	\$0.60	each		\$0.00
Tea	\$0.60	each		\$0.00
Assorted Juices	\$0.50	each		\$0.00
Water 8 oz	\$0.50	each		\$0.00
Water 16 oz	\$0.75	each		\$0.00

<u>Dessert:</u>				
Variety of Fresh Baked Cookies	\$8.00	dozen		\$0.00
Brownies	\$10.00	dozen		\$0.00
Sheet Cake Single Layer (serves 40)	\$45.00	each		\$0.00
Assorted Fresh Fruit Pieces	\$0.75	each		\$0.00

Continental Breakfast Tray (min. 10 people)

Muffins, Danish, Bagels w/Cream Cheese and Coffee	\$6.00	per person		\$0.00
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Finger Sandwich Platter or Wraps (min. 10 people)

Tuna Salad, Turkey Ham, Turkey w/Chips	\$7.50	per person		\$0.00
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Please Specify:

Salad (min. 10 people):

Large Tossed Salad w/Italian Dressings	\$3.75	per person		\$0.00
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Vegetable Tray:

Seasonal Vegetable Tray w/Dip (Serves 15 to 20 people)	\$35.00	per plate		\$0.00
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Note: Deliveries after 1:00 pm or weekends overtime charges will apply.

Delivery Fee _____

Grand Total \$0.00

All Event & Payment Information with Approval of Funds Signature Must be Completed for Request to be Processed

Event Name and Location:	
Request Date:	
Contact Person:	
Grant Accountant Name/Person Responsible to Pay:	
Grant Name:	
Grant Number:	
Specify Payment Method: (Transfer of Funds or Check)	
Date of Event:	
Serving Time:	

Approval of Funds Signature:

Approval Date:

Send COMPLETED & APPROVED Form to Gina Morton at: gmorton@waterbury.k12.ct.us

NOTICE

Cancellations are ONLY Accepted Within 48 Hours of Event
Food Sold to Students Must Meet the Connecticut Healthy Snacks Standards
Some Items May Not be Available During Summer

Revised:8/13/2026