

# Catering Contract Pre-Order Form

Group Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Arranged By: \_\_\_\_\_

Fax: \_\_\_\_\_

Address: \_\_\_\_\_

Event Location: \_\_\_\_\_

# of Guest: \_\_\_\_\_

Plastic or China (Please Circle One)

Event Day: \_\_\_\_\_

Event Date: \_\_\_\_\_

Serving Time: \_\_\_\_\_

End Time: \_\_\_\_\_

Nature of the Event: \_\_\_\_\_

## **Food & Beverage Items**

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

## **Miscellaneous Items**

Linen: \_\_\_\_\_

Floral (prices vary): \_\_\_\_\_

Rentals: \_\_\_\_\_

Head Table: Yes or No (Please Circle One)

If Yes, the number of people at the head table: \_\_\_\_\_

## **Special Instructions**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **Method of Payment**

Please circle your method of payment: P.O #, Credit Card, Check, Cash, Money Order, Procurement Card (**WE DO NOT ACCEPT PERSONAL CHECKS**)

All catering request should be received in our office no later that (3) working days prior to the date of your function. A 25% late fee will be applied to any event not booked within (3) working days.

Cancellation of any event must be in writing via fax, email, or postal within (3) working days of the event. A cancellation fee of half the cost of the function will be applied if not received within the (3) working days.

A guaranteed count of the number of guest that will attend your event must be given (3) working days prior to your event date. Changes in the guaranteed count after this period of time are subject to review and may incur late fees.

If the event is not held on the campus of North Carolina A&T State University, a delivery fee will be applied based on the location.

There is an additional fee for functions held in Hodgin, Carver, and Barnes Hall. Second Floor \$50.00, Third Floor \$75.00

Payment in full is required no less than (3) days prior to the event.

**Katrina Smith**

**Phone: 336-334-7409**

**Fax: 336-274-3511**