A picture containing logo

Description automatically generated

Catering Request Form

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| Contact Information | |
| Contact Name: |  |
| Contact Department: |  |
| Contact Email: |  |
| Contact Phone Number: |  |
| Day of Contact (if different than above): |  |
| Billing Account Unit Number (Internal Clients): |  |
|  | |
| Event Details | |
| Name/Title of Event: |  |
| Date of Event: |  |
| Location (Campus, Building, Floor, Room): |  |
| 25live Reference Number (if applicable): |  |
| Event Start Time: |  |
| Event End Time: |  |
| Estimated Guest Count\*: |  |
| *\*Final guest counts are due at least (5) business days in advance* | |
|  | |
| Catering Services Request | |
| Meals Needed (check all that apply) □ Breakfast □ Lunch □ Dinner □ Reception □ Snack □ Beverages Only | |
| Style of Meals □ Buffet □ Plated □ Stationed □ Passed | |
| Service ware (check one) □ Compostable □ China\*\* | |
| *\*\*Accrues additional costs for rentals and staffing* | |
| Bar Services Needed\*\*\*: |  |
| *\*\*\*Accrues additional staffing costs* | |
| Dietary Restrictions: |  |
| Budget: |  |

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| Menu Selections\*\*\*\*: | |
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| *\*\*\*\*Required labor needs and charges are dependent on menu, service requested, guest count, location, and timing of the event and logistics. All orders are subject to a labor charge which will be communicated by our team during the proposal process. Charges may vary.*  *\*\*\*\*All orders not requiring a Labor Charge will accrue a delivery charge.*  *For orders less than $1,000, a $50 delivery charge will apply.*  *For orders more than $1,000, a 5% delivery charge will apply.* | |
| Guest Table & Linen Needs: |  |
| Premium Service Request (florals, specialty linen, furniture, etc.): |  |
| Additional Requests & Notes: | |
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| *Please allow up to 2 business days for LUC Catering to send an initial response.*  *All orders should be placed at least (10) business days in advance*  *and confirmed no later than (5) business days in prior to the event date.*  *A $50 late fee will apply for any orders submitted less than 10 days in advance.*  *Events with custom selections should be placed at least (14) business days in advance and confirmed within (10) business days.*  *While we make every effort to accommodate last minute orders,*  *we cannot guarantee your first-choice selections can be fulfilled.*  *Cancellation requests received less than 5 business days prior to an event are subject to a cancellation fee of up to 100% of the confirmed price.*  *Cancellations must be received in writing via email at* [*catering@luc.edu*](mailto:catering@luc.edu)  *and are valid from the date they are received.*  *Please note that our business hours are Monday to Friday from 9:00am to 5:00pm.* | |