

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): |   |
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| 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* |
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| 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* *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.*  |