

Fresno State Dining Services

University Catering Order Form

Megan Sarantos 559-278-4345 (office) or 559-284-5926 (cell) ~ mesarantos@csufresno.edu
Christina Martinez 559-278-4634 (office) or 559-727-7602 (cell) ~ cmartinez@csufresno.edu

Client Name: _____
Department: _____
Phone Number: _____ Cell Phone Number: _____
Email Address: _____ Location: _____
Date of Event: _____ Number of Guests: _____
Requested Access Time: _____ Event Start Time: _____
Food Serve Time: _____ Event End Time: _____

****Please note, for health & safety reasons food can be out for a maximum of 2 hours****

Will alcohol be served at your event? _____

If yes, you must submit the request to serve alcohol on campus application (located on the Dining Services website) or by clicking this link [Application for Use of Alcoholic Beverages on Campus](#)

Food & Beverage Order: ([click here to view Catering menu](#))

Special Dietary Requests: (vegan, vegetarian, gluten free etc.)

Additional Linen or China Service Request:

- University Catering is available Sunday-Saturday. A minimum order of \$500 is required for events held on a Sunday
- Please submit orders at least **two (2) weeks prior to the event date**
- A final guest count, along with any other changes to the order, is required for all events at least **five (5) business days prior to the event date**
- University Catering will accommodate late requests when possible, additional charges will apply
- Only food prepared and provided by University Dining Services is allowed for events held on campus
- All food must be consumed on the premises; for health and safety reasons absolutely no food shall be taken from any event venue
- Not all orders can be scheduled as a "drop & go" and will require wait-staff; this is at the Catering manager's discretion
- The Client is responsible for the safekeeping of all University Catering smallwares and equipment. Any lost or damaged equipment will be charged at replacement value
- This order is **not confirmed** until you receive a contract from University Catering
- University departments are extended credit with prior authorization and an invoice will be sent after the event. For all other Clients, payment in full is required at least three (3) business days prior to the event date or your event may be cancelled
- There is no charge if events are cancelled at least seven (7) business days prior to the event. Should you need to cancel your event less than seven (7) business days, the Client is responsible for 100% of the cost of goods purchased for the event including food, labor, and rentals
- Please email orders to both Christina Martinez (cmartinez@csufresno.edu) and Megan Sarantos (mesarantos@csufresno.edu) when completed.

Signature: _____ Today's Date: _____