

University Catering Order Form

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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 and safety reasons food can be out for a maximum of 2 hours*****

Will alcohol be served at your event? Yes No

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:

Catering Charges: Please provide the following billing information so we may process your order. Below are the required chart fields for both stateside and foundation accounts

Stateside Accounts:

Account	Fund	Department	Class	Program	Project

Foundation Accounts:

Cost Center	Object	Subsidiary

Signature of the appropriate approver authorizing Catering to charge your funds for this order

Signature	Printed Name	Date

- 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 at 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 waitstaff; 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; all requested information under **Catering Charges** above must be provided. 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.

Your Signature: _____ Today's Date: _____