



Catering Services Request Form

Complete this form (make a copy for your records, if desired) and submit to the Building Child Nutrition Manager. The Building Child Nutrition Manager will promptly respond to your request in regards to estimated cost and feasibility. The Child Nutrition Manager will turn the completed form in to the District Child Nutrition Department for processing of payments. Any missing information will delay processing of your request.

Five student days notice is required for caterings. A cancellation notice must be received two student days prior to the event, otherwise full charges will be incurred (except due to emergency school closing). An 8% service charge will be added to all requests not included on the catering brochure.

Organization/Activity _____ Approx. # of Participants _____
 Person Ordering/Contact Person _____ Telephone Number _____
 Date(s) of Event _____ Email _____
 Location of Event _____ Time of Event _____
 (Building & Room Number)

* An approved building use form must be on file with Northfield Public Schools Community Services Division (507) 664-3648 if the request is outside of school hours or if the event will be at the Northfield Community Resource Center in order for this request to be filled.

To Be Paid By: (check one)

Invoice to be sent - \$5.00 minimum order

Budget Transfer

_____ District Budget Account Number

Organization to be invoiced: Name _____
 Address _____
 City, State, Zip Code _____
 Phone Number _____
 Email _____

Description of Food and/or Supply Item	Quantity	Unit Price	Total Price
Service fee for all orders, except those requested from the catering brochure, will include this additional charge.		8% of total cost	
		Total Cost	\$

Please include any special instructions:

Approvals: _____ Organization/Bldg/Dept. _____ Date Ordered _____
 Person Requesting/Budget Administrator
 _____ School/Bldg _____ Date Approved _____
 Building Child Nutrition Manager