



## 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	
		<b>Total Cost</b>	<b>\$</b>

**Please include any special instructions:**

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