

DATE OF EVENT:

Lennox School District Catering Request Form

Must have minimum 1 week notice

Charges will be applied for any equipment/serving items that are not returned to Food Services within 24 hours of se

Please be sure to double check that all equipment provided for catering event is returned immediately to cafeteria staff. If not, missing equipment will be charged at full replacement cost.	ervice.	Let Us Cat	<u> </u>	
equipment provided for catering event is returned immediately to cafeteria staff. If not, missing equipment will be charged at full replacement cost. Issued Returned	a vice.	Equipme	nt Sup	plied:
Coffee Urn Silver Trays Serving Bowls Plastic Bucket Drink Pitchers Oven Mitt Plastic Thermos Serving Utensils Tongs Serving Spoon Spoodle Laddle Knives Other Expenses (prices vary) Tablecloth(es) Specialty Plates Specialty Cups		equipment provid returned immedia not, missing equip	led for cater tely to cafet oment will b	ing event is eria staff. If e charged at
Silver Trays Serving Bowls Plastic Bucket Drink Pitchers Oven Mitt Plastic Thermos Serving Utensils Tongs Serving Spoon Spoodle Laddle Knives Other Expenses (prices vary) Tablecloth(es) Specialty Plates Specialty Napkins Specialty Cups			Issued	Returned
Serving Bowls Plastic Bucket Drink Pitchers Oven Mitt Plastic Thermos Serving Utensils Tongs Serving Spoon Spoodle Laddle Knives Other Expenses (prices vary) Tablecloth(es) Specialty Plates Specialty Cups	tal Cost	Coffee Urn		
Plastic Bucket Drink Pitchers Oven Mitt Plastic Thermos Serving Utensils Tongs Serving Spoon Spoodle Laddle Knives Other Expenses (prices vary) Tablecloth(es) Specialty Plates Specialty Napkins Specialty Cups		Silver Trays		
Drink Pitchers Oven Mitt Plastic Thermos Serving Utensils Tongs Serving Spoon Spoodle Laddle Knives Other Expenses (prices vary) Tablecloth(es) Specialty Plates Specialty Napkins Specialty Cups		Serving Bowls		
Oven Mitt Plastic Thermos Serving Utensils Tongs Serving Spoon Spoodle Laddle Knives Other Expenses (prices vary) Tablecloth(es) Specialty Plates Specialty Napkins Specialty Cups		Plastic Bucket		
Plastic Thermos Serving Utensils Tongs Serving Spoon Spoodle Laddle Knives Other Expenses (prices vary) Tablecloth(es) Specialty Plates Specialty Napkins Specialty Cups		Drink Pitchers		
Serving Utensils Tongs Serving Spoon Spoodle Laddle Knives Other Expenses (prices vary) Tablecloth(es) Specialty Plates Specialty Napkins Specialty Cups		Oven Mitt		
Tongs Serving Spoon Spoodle Laddle Knives Other Expenses (prices vary) Tablecloth(es) Specialty Plates Specialty Napkins Specialty Cups		Plastic Thermos		
Tongs Serving Spoon Spoodle Laddle Knives Other Expenses (prices vary) Tablecloth(es) Specialty Plates Specialty Napkins Specialty Cups				
Serving Spoon Spoodle Laddle Knives Other Expenses (prices vary) Tablecloth(es) Specialty Plates Specialty Napkins Specialty Cups		Servir	ng Utensi	ls
Spoodle Laddle Knives Other Expenses (prices vary) Tablecloth(es) Specialty Plates Specialty Napkins Specialty Cups		Tongs		
Laddle Knives Other Expenses (prices vary) Tablecloth(es) Specialty Plates Specialty Napkins Specialty Cups		Serving Spoon		
Other Expenses (prices vary) Tablecloth(es) Specialty Plates Specialty Napkins Specialty Cups		Spoodle		
Other Expenses (prices vary) Tablecloth(es) Specialty Plates Specialty Napkins Specialty Cups		Laddle		
Tablecloth(es) Specialty Plates Specialty Napkins Specialty Cups		Knives		
Tablecloth(es) Specialty Plates Specialty Napkins Specialty Cups				
Specialty Plates Specialty Napkins Specialty Cups		Other Expe	enses (pric	es vary)
Specialty Napkins Specialty Cups		Tablecloth(es)		
Specialty Cups		Specialty Plates		
		Specialty Napkins		
Specialty Utensils		Specialty Cups		
		Specialty Utensils		

order!

NAME OF EVENT:		ACCT#(<u>REQUIRED</u>):				Please be sure to double check that all equipment provided for catering event is				
ITEM DESCRIPTION			REQUESTED BY:	PHONE#:			returned immediately to cafeteria staff. If not, missing equipment will be charged at full replacement cost.			
			ITEM DESCRIPTION					Issued	Returned	
SANDWICHES	PRICE	Qty.	Total Cost	HEATHLY CHOICES	PR1CE	Qty.	Total Cost	Coffee Urn		
SANDWICH ON FRENCH ROLL PLATTER	\$2.75 PP			FRESH WHOLE FRUIT (PER PERSON)	\$0.75 PP			Silver Trays		
SANDWICH (ADULT SIZE)	\$2.75 EACH			FRESH FRUIT TRAY (PER TRAY)	\$2.25 PT			Serving Bowls		
SANDWICH (CHILD SIZE)	\$1.75 EACH			FRESH VEGETABLE TRAY & DIP (PER TRAY)	\$2.00 PT			Plastic Bucket		
PASTRIES				FRESH GREEN SALAD	\$2.75 PP			Drink Pitchers		
DANISH (LARGE)	\$20.00 DOZEN			***ALL FRUITS & VEGETABLES	TRAYS ARE PER PERSO	N***		Oven Mitt		
DANISH (LARGE)	\$1.75 EACH			BEVERAGES				Plastic Thermos		
MUFFINS (LARGE)	\$20.00 DOZEN			COFFEE	\$1.25 PP					
MUFFINS (LARGE)	\$1.75 EACH			FLAVORED CREAMERS	\$0.15 EACH			Servir	ng Utensi	Is
COFFEE CAKE	\$20.00 DOZEN			BOTTLED WATER (16OZ)	\$0.75 EACH			Tongs		
BREAKAST SELECTIONS				BOTTLED WATER (16oz- 24 per case)	\$6.00 CASE			Serving Spoon		
BAGELS W/CREAM CHEESE	\$1.75 EACH			BOTTLED WATER (80Z)	\$0.50 EACH			Spoodle		
OATMEAL	\$1.50 EACH			BOTTLED WATER (8oz- 48 per case)	\$12.00 CASE			Laddle		
OTHER:				FLAVORED WATER	\$1.00 EACH			Knives		
SNACKS				ORANGE/APPLE JUICE (8oz)	\$.75 EACH					
BROWNIE (SERVES 12)	\$9.00 DOZEN			ICE CREAM		Other Expenses (prices vary)				
BROWNIE	\$0.75 EACH			ASK FOOD SERVICE DEPARTMENT FOR QUOTE				Tablecloth(es)		
SPECIALTY COOKIES (2oz)	\$ 6.00 DOZEN			ADDITIONAL EQUIPMENT				Specialty Plates		
SPECIALTY COOKIES (2oz)	\$0.50 EACH			CAFETERIA WORKER	\$20.00 PER HR			Specialty Napkins		
YOGURT - LOWFAT	\$0.75 PP			OTHER:				Specialty Cups		
GRANOLA BARS (NATURE VALLEY)	\$0.75 EACH			OTHER:				Specialty Utensils		
PARFAIT	\$2.00 EACH			OTHER:						
				OTHER:						
				Grand Total:						
PLEASE FEEL FREE TO CALL YVONNE SEKONA AT		FOR OFFICE USE CATERING#:	DATE:			Thank y	ou for	your		

ONLY

Updated: 8/1/16 Please do not reword or reformat this document

EXT. #4046 IF YOU HAVE ANY QUESTIONS