



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 service.

DATE OF EVENT:			
NAME OF EVENT:			
TIME OF EVENT:			
ITEM DESCRIPTION			
SANDWICHES	PRICE	Qty.	Total Cost
SANDWICH ON FRENCH ROLL PLATTER	\$2.75 PP		
SANDWICH (ADULT SIZE)	\$2.75 EACH		
SANDWICH (CHILD SIZE)	\$1.75 EACH		
PASTRIES			
DANISH (LARGE)	\$20.00 DOZEN		
DANISH (LARGE)	\$1.75 EACH		
MUFFINS (LARGE)	\$20.00 DOZEN		
MUFFINS (LARGE)	\$1.75 EACH		
COFFEE CAKE	\$20.00 DOZEN		
BREAKFAST SELECTIONS			
BAGELS W/CREAM CHEESE	\$1.75 EACH		
OATMEAL	\$1.50 EACH		
OTHER:			
SNACKS			
BROWNIE (SERVES 12)	\$9.00 DOZEN		
BROWNIE	\$0.75 EACH		
SPECIALTY COOKIES (2oz)	\$ 6.00 DOZEN		
SPECIALTY COOKIES (2oz)	\$0.50 EACH		
YOGURT - LOWFAT	\$0.75 PP		
GRANOLA BARS (NATURE VALLEY)	\$0.75 EACH		
PARFAIT	\$2.00 EACH		

PLACE OF EVENT:		COUNT:	
ACCT#(REQUIRED):			
REQUESTED BY:		PHONE#:	
ITEM DESCRIPTION			
HEALTHLY CHOICES	PRICE	Qty.	Total Cost
FRESH WHOLE FRUIT (PER PERSON)	\$0.75 PP		
FRESH FRUIT TRAY (PER TRAY)	\$2.25 PT		
FRESH VEGETABLE TRAY & DIP (PER TRAY)	\$2.00 PT		
FRESH GREEN SALAD	\$2.75 PP		
ALL FRUITS & VEGETABLES TRAYS ARE PER PERSON			
BEVERAGES			
COFFEE	\$1.25 PP		
FLAVORED CREAMERS	\$0.15 EACH		
BOTTLED WATER (16OZ)	\$0.75 EACH		
BOTTLED WATER (16oz- 24 per case)	\$6.00 CASE		
BOTTLED WATER (8OZ)	\$0.50 EACH		
BOTTLED WATER (8oz- 48 per case)	\$12.00 CASE		
FLAVORED WATER	\$1.00 EACH		
ORANGE/APPLE JUICE (8oz)	\$.75 EACH		
ICE CREAM			
ASK FOOD SERVICE DEPARTMENT FOR QUOTE			
ADDITIONAL EQUIPMENT			
CAFETERIA WORKER	\$20.00 PER HR		
OTHER:			
OTHER:			
OTHER:			
OTHER:			
Grand Total:			

Equipment Supplied:		
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.		
	Issued	Returned
Coffee Urn		
Silver Trays		
Serving Bowls		
Plastic Bucket		
Drink Pitchers		
Oven Mitt		
Plastic Thermos		
Serving Utensils		
Tongs		
Serving Spoon		
Spoodle		
Ladle		
Knives		
Other Expenses (prices vary)		
Tablecloth(es)		
Specialty Plates		
Specialty Napkins		
Specialty Cups		
Specialty Utensils		

PLEASE FEEL FREE TO CALL YVONNE SEKONA AT EXT. #4046 IF YOU HAVE ANY QUESTIONS

FOR OFFICE USE ONLY	CATERING#:	DATE:

Thank you for your order!