

COLLEGE OF DuPAGE
Dining Services
Catering Requisition

Requisition Number **12923**

Department Name: SA Happiness Club Date: 11/16/04
 Responsible Person: Club Member and Advisor
 Telephone Number: advisor Bldg/Room: advisor
 Authorized Signature: Advisor's signature
(Area/Organization/Object)
 Charge to Account Number: 2-####-

Function Date: 11/27/04 Day of Function: Wednesday
 Function Name: Club Celebration Function Location: SRC 1450
 Function Start Time: 6pm Serving Time: 7pm
 Function End Time: 11pm Pick-up Time: 9pm
 Schedule 25e Index #:

Check All That Apply: China Disposable Drop-off Served Buffet

MENU:

<u>200 cans assorted soda</u>	<u># 170⁰⁰</u>
<u>100 servings of assorted snacks</u>	<u># 200⁰⁰</u>

Purpose/Reason for Function:
To celebrate Happiness Club's accomplishments

Off Time Surcharge	\$
\$50.00 Drop-off fee or Waitstaff fee	
Off-Campus Surcharge	\$
\$15.00 M-F or Off-Time Surcharge	
Emergency Order Surcharge	\$
15% of the Total Base Price for less than 48 hours notice	
TOTAL OF ALL SURCHARGES:	\$

100
of People Guaranteed

x

\$ _____ = \$ 370⁰⁰
Unit Price

ADDITIONAL CHARGES

Buffet Conversion		X		=	\$ _____
Service Table Centerpiece		X	\$15.00 each	=	\$ _____
Table Centerpiece		X		=	\$ _____
China Service		X	\$ 4.50 per person	=	\$ _____
Tablecloth: # of tables		X	\$ 3.50 each	=	\$ _____
Linen Napkin		X	\$ 0.80 per person	=	\$ _____
Waitstaff: * Number needed:		x Hours Needed:	x \$21.50 hour	=	\$ _____

TOTAL BASE PRICE \$ _____
TAX (if applicable) \$ _____
TOTAL SURCHARGES \$ _____

TOTAL EVENT PRICE \$ 370⁰⁰

* Please refer to Catering Guide for additional information on guidelines, minimums & surcharges. Changes in number guaranteed will be accepted no later than 2 full working days prior to the event. Please attach copy of Facilities Request Form.

Note: Take last copy for your records. Forward all other copies to Dining Services office, SRC 1001f.