

Catering Request Form

To receive an estimate for services or to submit a catering order, complete and submit the following form and return to our office located in Market Café or email it to catering@law.georgetown.edu. If you have any questions feel free to call our office, 202-662-9046. Our menu and policies can be found in the catering section of our website, <http://georgetown-law.cafebonappetit.com/catering>. We will respond to all catering requests during our normal business hours: Monday-Friday, 9:00am-5:00pm.

Please be sure to reserve rooms and/or tables for catering usage with time allowing for set-up, allotted event time, and breakdown.

Today's Date: _____ Date of Event: _____

Contact Name: _____ Department: _____

Email Address: _____ Phone Number: _____

Event Title: _____ Start Time: _____ End: _____

Event Location: Building: _____ Room: _____ Guest Count: _____

Billing Info: GMS *Cost Center CC _____ *Fund _____
 *Purpose PP _____ *Program PG _____
 Grant GR _____ Gift _____ Assignee _____
 *Mandatory Worktag

Check

Event Type: Breakfast Lunch Reception Dinner AM Break PM Break Beverages Only

Service Ware: Plastic/Disposable China Glassware Bar Set-up

Room Set-up: Buffet Plated Delivery (with set-up) Pick Up Reception

Bon Appétit Catering Menu Selections	
Item	Qty.

Additional Instructions: