



Catering Request Form

In order to guarantee your event booking and menu request, please submit this form at least two business days in advance of your event to catering@marist.edu. Call the Catering Office at 845-575-3229 if you have any questions.

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|--|------------------|-----------------------------------|
| Event Date: | Day: | Department Name: |
| Location (Building/Room): | | Name of Event for Billing: |
| Start Time: | End Time: | Contact Person: |
| <i>*We will set up ½ hr before start time</i> | | |
| Number of People: | | E-mail: |
| Account Number: | | Phone Number: |
| Type of Service: <i>(check one)</i> <input type="checkbox"/> Buffet <input type="checkbox"/> Cocktail Reception <input type="checkbox"/> Plated Service <i>(Upcharge)</i> | | |
| Type of Partyware: <i>(check one)</i> <input type="checkbox"/> Compostable Paper <input type="checkbox"/> Plastic Mobileware <input type="checkbox"/> China <i>(\$3 upcharge, except in Murray Student Center)</i> | | |
| Menu Items from Catering Menu: <i>(available online at maristcatering.catertrax.com)</i> | | |
| Any Special Instructions for Set Up: | | |
| Linens Needed for Guest Seating: | | Number of Tables: |

You **MUST** confirm with Catering to ensure your event is planned. Electronic submission of this form does not confirm your event. Your room must be booked with the appropriate college office before submitting a catering request. Murray Student Center bookings require a set-up diagram via the Student Activities Office. Buffet and seating tables must be requested for all locations except Hancock, Library - Margaret Mair Room, Donnelly 230 and Fontaine 301.

All cancellations need to be submitted by e-mail two business days in advance or you will be charged.