



Flavours Catering Order Form

Office: 1st Floor, Robert A. Scott Student Center

Phone: (201) 684-7772

Email: catering@ramapo.edu

Please feel free to contact the Ramapo Catering Office with any questions or additional event details.

Organization:	Event Start Time:
Purpose:	Event End Time:
Date of Event:	Food Service Time:
Day: Circle Selection M T W TH F SAT SUN	College Account #:
Contact Name:	Events & Conferences Reservation #:
Phone:	Payment Method if Applicable: Check One
Email:	<input type="checkbox"/> Check <input type="checkbox"/> Cash <input type="checkbox"/> Credit Card with Authorization Form
Event Location:	Service Options: Check One
Guest Count:	<input type="checkbox"/> Drop Off Delivery - Catering staff set-up & pick-up service provided.
Type of Service: Check One <input type="checkbox"/> Eco-Friendly Disposables	<input type="checkbox"/> Drop Only - Catering staff delivers & customer clears all items.
<input type="checkbox"/> Paper <input type="checkbox"/> Black Plastic <input type="checkbox"/> China	<input type="checkbox"/> Brown Bag Pick Up - Customer picks up all items for event.

Menu Items:

I will provide # _____ of 6' Food Service Tables. - *Ramapo Catering may request additional tables if needed**

Indicate tables for event: Check all that apply Rounds, # of chairs: _____ Conference Hollow Square

U-Shape Theatre Style Class Room Style Seating

Additional linen needed? Yes No - *Linen for food service tables included with most menus**

NOTE: Completed forms should be dropped off at the Ramapo Catering Office 10 business days before event or function. Completed forms can also be emailed to catering@ramapo.edu, 10 business days before event or function.

Orders or changes received within three business days of event (not including event day) are subject to a surcharge

- Thank you for your business. It is our pleasure to work with you.