Bon Appetit @ OES

Catering Contract

Event:	**Event Date:**
Location:	Event Time:
Style of Service:	Beverage Set Up By:
	Food Set up by:
Estimated Count:	Clean Up Time:

PROPOSED MENU

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NOTES:

Contact:	Phone:
Budget number:	Email:
Date of Request:	Prepared By:

I agree to provide Bon Appetit with the final guest count at least **5** ***working*** days prior to the event date. I agree to accept responsibility for the final guest count or the actual guest count, whichever is greater. Requests for menu changes must be received at least ***5 working*** days prior to the event. Not all last minute requests can be honored. Please submit request(s)electronically to catering@oes.edu

Signature:_____ Date:_____

Thank you, Lindsay Long, Catering Manager, 503-768-3135

1/19/12 10:38 AM