

## Event Approval Form

Person & unit sponsoring event: \_\_\_\_\_

Name of event: \_\_\_\_\_

Date of event: \_\_\_\_\_ Location: \_\_\_\_\_

### **Catering**

| Type of service | Cost/Person | X | # Persons | = | Total    |
|-----------------|-------------|---|-----------|---|----------|
| Breakfast       | \$ _____    |   | _____     |   | \$ _____ |
| Lunch           | \$ _____    |   | _____     |   | \$ _____ |
| Dinner          | \$ _____    |   | _____     |   | \$ _____ |
| Break           | \$ _____    |   | _____     |   | \$ _____ |
| Other _____     | \$ _____    |   | _____     |   | \$ _____ |

**Delivery charges** on events held outside University Center (5% of total bill up to \$100; \$10.00 minimum) \$ \_\_\_\_\_

**Late fees** (orders requested less than 72 business hours prior to event): \$25.00 \$ \_\_\_\_\_

**Service charges** (a minimum of 4 hours at \$11/hour will be assessed for services required for and/or requested at receptions, continental breakfasts & coffee breaks) \$ \_\_\_\_\_

**China & silverware** can be ordered for an additional \$1.50/person. Single service tableware is standard. \$ \_\_\_\_\_

**Linens tablecloths & skirting** are provided for all serving tables. Additional linens: \$2.50/cloth; extra skirting: \$11/skirt. \$ \_\_\_\_\_

Total catering estimate \$ \_\_\_\_\_

### **Parking**

**Number of attendees** requiring parking @ \$3/ea = \$ \_\_\_\_\_

Total event estimate \$ \_\_\_\_\_

### **Remember:**

**Cancellations** less than 24 hours prior to the event will result in charges for the full cost of the product & services incurred to the point of cancellation.

**Guarantees:** A \$30 minimum charge for deliveries and 72 hours notice for order to be delivered are required.

**Reservations** for the room/facility are required.

**Reservations** for any equipment for the event are required.