

Catering Order Form

Phone: 310.318.7345 x 5031

Fax: 310.303.3834

Manhattan Beach Unified School District
 Food & Nutrition Services Department
 1401 Artesia Blvd MB, 90266

EMAIL: food&nutrition@mbusd.org

This form must be submitted by email, fax or in person, a minimum of 15 days prior to your event. After submitting your order, please contact the Catering Department at ext 5045 to CONFIRM*.

*Your order is not complete until then.

If you need assistance with planning, please feel free to contact Lena Agee at ext 5031

DATE SUBMITTED

MAIN CONTACT NAME		Phone	E-mail
ALTERNATIVE CONTACT		Phone	E-mail
BILLING ADDRESS			
& DEPARTMENT			
EVENT LOCATION		EVENT NAME	
EVENT DATE		SET UP TIME	
EVENT TIME	TO	HOW MANY GUESTS?	ADULT? STUDENT?
TYPE OF EVENT	<input type="checkbox"/> Breakfast <input type="checkbox"/> Refreshments <input type="checkbox"/> Lunch <input type="checkbox"/> Other		
TYPE of SERVICE	<i>describe (buffet, other, staff request only etc)</i>		

FOOD*

Description	Quantity		
Total Food			

BEVERAGE*

Description	Quantity		
Total Beverage			

*All necessary paper goods will be supplied with catering.

ADDITIONAL PAPER GOODS FOR SEPARATE PURCHASE

Description	Quantity		
Total Paper Goods			

STAFFING ONLY REQUEST (FOR USE OF SCHOOL KITCHENS FOR EVENTS)

Number of Staff required	Number of Hours	Start time	End Time
--------------------------	-----------------	------------	----------

FOR FOOD SERVICE USE ONLY

Catering Dept Notes	Employee Names	OnSite Hrs REG	OnSite Hrs OVT	Offsite Kitchen Prep Time
	1/			
	2/			
	3/			
Delivery Fee? Y N			Taxable? Y N	

CUSTOMER COMMENTS & PERTINENT INFORMATION