



The Academy of Culinary Arts & Hospitality Services is available to provide professional catering services on a limited basis for various district and community functions. Under the direction of our professional faculty, our students provide quality food and service and can be counted upon to make your event special.

It is preferred that events be held on the campus of Byron Nelson High School, especially in the Student Union, Lecture Hall, Byron Bistro and other surrounding areas. Off-site catering will be considered on a case by case basis.

Examples of the types of events include but are not limited to:

- * Breakfast, lunch and dinner meetings on the Byron Nelson High School campus (Hot and cold buffets, box lunches and plated meal service are available)
- * Special occasion dining in Byron Bistro.
- * Organization banquets on the campus of Byron Nelson High School.
- * Receptions and celebrations.

Interested parties will complete the Catering Request Form or Banquet Event Order. Upon completion, the form should be emailed to Allison Bode, Academy Facilitator, at abode@nisdtx.org. Availability will be determined and a response sent within two business days. A consultation will then be scheduled to discuss the event. A menu and detailed quote including service requirements will be prepared and submitted to the requesting party within five business days of the consultation.

Service Fees

Cost for catering services will vary widely depending on types of services, menu, equipment needs, logistics, etc. There will be two basic categories of costs for each event

1. Food, equipment, transportation, and etc.
2. Labor/Chef fee

Food, equipment, linens, transportation, tableware and silverware cost are listed in the quote. Please note the following fees:

Table Linens	\$4.00 per cloth
Linen Napkins	\$.25 per napkin
Plastic table and service wear	\$.25 per guest

*Linen fees (table and napkin) cover the cleaning of the linens.

Each quote will also include a "Chef Fee" to compensate Academy faculty for work performed outside the scope of their regular job duties. The fee will be based on estimated calculations of work performed outside the campus work day of 8am-4pm. This includes planning, preparation and execution of the event. Depending on the size and scope of the event, one or two supervising chefs will be required. If only one chef is needed the chef fee will be \$50 per hour. If two chefs are needed the fee will be \$37.50 per hour for each supervising chef.

BANQUET EVENT ORDER (BEO) FORM

Please complete form and email to abode@nisdtx.org

Organization: _____

Date: _____

Contact Person: _____

Phone #: _____

E-mail: _____

Event Date: _____

Event Name: _____

Type of Event:

_____ Breakfast

_____ Lunch

_____ Dinner

_____ Reception

_____ Other: _____

Location of Event: _____

Estimated number of Guests: _____

Food budget estimate per Guest: _____

Set-up Time: _____

Linens Needed:

Event Start Time: _____

_____ Tablecloths

Event End Time: _____

_____ Linen Napkins

List Menu Items:

_____	_____
_____	_____
_____	_____
_____	_____

List Beverages:

_____	_____
_____	_____

List Equipment Needed:

_____	_____
_____	_____
_____	_____
_____	_____

List Miscellaneous Services Needed:

_____	_____
_____	_____