

Food Service Order Form Pick Up Only

Today's Date: _____

Event Date: _____

Event Name: _____

Pick Up Time: _____

Contact's Name: _____

Contact's Number: _____

Fund #: _____

Group Name: _____

Email: _____

Number of Attendees: _____

Please Check One of the Following:

Quote: _____ Order: _____

Beverages: _____

Food: _____

Linen: _____

Dietary/Allergies: _____

Special

Instructions: _____

(Please allow up to 24 hrs. for all quotes/orders to be processed)

*****ALL ORDERS MUST BE CONFIRMED TO THE CHARTWELLS OFFICE NO LATER THAN 5 BUSINESS DAYS PRIOR TO THE DATE OF THE EVENT. IF YOU DO NOT CONFIRM 5 BUSINESS DAYS PRIOR TO YOUR EVENT DATE, CHARTWELLS WILL NOT BE ABLE TO FILL YOUR ORDER.**

*****CANCELLATIONS MUST BE MADE NO LATER THAN 7 BUSINESS DAYS PRIOR TO THE DATE OF YOUR EVENT. Cancellations or reductions in guests' counts made 48-72 hours prior to event will incur a charge of 50% of event cost. 24-48 hours prior to event will incur a charge of 75% of event cost. 24 hours or less prior to event will incur a charge of 100% of the event.**

Food Service Order Form Delivery Only

Today's Date: _____

Event Date: _____

Event Name: _____

Delivery Location: _____

Delivery Time: _____

Breakdown Time: _____

Contact's Name: _____

Email: _____

Contact's Number: _____

Fund #: _____

Group Name: _____

Number of Attendees: _____

Please Check One of the Following: Quote: _____ Order: _____

Beverages: _____

Food: _____

Linen: _____

Catered

Services: _____

Dietary/Allergies: _____

Special

Instructions _____

*****A \$20.00 Delivery Fee will be placed for all orders place outside of the Oakland Center*** (Please allow up to 24 hrs. for all quotes/orders to be processed)**

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Food Service Order Form OC Rooms Only

Today's Date: _____

Event Date: _____

Event Name: _____

Room Number/Name: _____

Start Time: _____

End Time: _____

Fund #: _____

Reservation #: _____ (REQUIRED)

Contact's Name: _____

Contact's Number: _____

Email: _____

Group Name: _____

Number of Attendees: _____

Please Check One of the Following: Quote: _____ Order: _____

Beverages: _____

Food: _____

Linen: _____

Catered Services: _____

Dietary/Allergies: _____

Special Instructions: _____

(Please allow up to 24 hrs. for all quotes/orders to be processed)

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