



FOOD CONCESSION ORDER FORM

Please return completed form to sorc@pitt.edu. All orders must be placed **10 business days in advance** or an expedite fee may be charged.

DEPARTMENT/ORGANIZATION: _____ NAME OF EVENT: _____

EVENT DATE: _____ TIME START: _____ END: _____ LOCATION: _____

ORDER PICKUP DATE: _____ TIME: _____ PHONE #: _____

CONTACT PERSON AT THE EVENT: _____ EMAIL: _____

*Please contact sorc@pitt.edu for special pricing on orders for 1000+ people.

	Under 100 ppl	100-200 ppl	200-500 ppl	500-1000 ppl
POPCORN Includes popcorn supplies and boxes	\$80 <input type="checkbox"/>	\$110 <input type="checkbox"/>	\$185 <input type="checkbox"/>	\$445 <input type="checkbox"/>
COTTON CANDY Includes cotton candy floss and paper cones	\$40 <input type="checkbox"/>	\$50 <input type="checkbox"/>	\$95 <input type="checkbox"/>	\$175 <input type="checkbox"/>
NACHOS Includes cheese and warmer, chips, salsa, jalapenos and trays	\$145 <input type="checkbox"/>	\$255 <input type="checkbox"/>	\$565 <input type="checkbox"/>	N/A
Otis Spunkmeyer COOKIES Flavors: Sugar, Oatmeal Raisin, Double Chocolate, White Chocolate Macadamia Includes frozen cookies, baking ovens and bags	_____ # Cookies x .90 ea = _____ Flavor(s): _____			N/A
MINI PRETZEL CHEESE NUGGETS Includes frozen cheese-filled pretzel nuggets, baking ovens, and serving cups	\$180 <input type="checkbox"/>	\$320 <input type="checkbox"/>	\$520 <input type="checkbox"/>	N/A
RED CARPET Dimensions: 27 x 4 ft Limited to events in the William Pitt Union or the O'Hara Student Center	\$25 <input type="checkbox"/>			
Will you have at least one staff member available per requested machine to work at the event? Staff must be trained at least 2 business days in advance.	Yes		No; I would like to hire SORC Staff to operate the machine(s) _____ # staff x \$8/hr = _____	

Special Instructions:

Machines below require SORC staff for operation (cost of staff included in the price). These machines are reserved for events in the William Pitt Union or the O'Hara Student Center.

SNO CONES Includes flavored syrup, cups and straws *Must provide own ice	\$70 <input type="checkbox"/>	\$100 <input type="checkbox"/>	\$215 <input type="checkbox"/>	N/A
KETTLE CORN Includes kettle corn supplies and boxes	\$110 <input type="checkbox"/>	N/A	N/A	N/A
ESPRESSO MACHINE Includes coffee, flavored syrup, milk, sweetener and hot cups	\$195 <input type="checkbox"/>	\$325 <input type="checkbox"/>	\$575 <input type="checkbox"/>	N/A

Special Instructions:

I acknowledge that I have reviewed the above order and accept all financial charges to the account number listed for services rendered. I understand that entering my first and last name on the line below constitutes an electronic signature.

ELECTRONIC SIGNATURE: _____ DATE: _____

FOR SORC USE ONLY:	DATE STAMP
RECEIVED BY: _____ AMOUNT: _____	
ORDER PREPPED BY _____ DATE PREPPED: _____	