

HILLTOP DINING CATERING

REQUEST/CONTRACT

BSC 549019
Birmingham, Alabama 35254

205-226-4712
nphillip@bsc.edu

GENERAL INFORMATION

Name of Organization or Sponsor of Event:

Name of Event:

Date of Event:

Contact Person:

BSC Box #:

Telephone: _____ (Work)

SET-UP SERVICES

Location of Event:

Time of Event:

Ending Time of Event:

Time Food Service to be in Place:

Type of Service (see Catering Manual)

Buffet _____

Served _____

Special Table Linens Required

Floor Length Rectangle

Round Lap Length

Round Floor Length

Standard Round

MENU:

ROOM RESERVATION INFORMATION

Reservations for rooms are made through the Office of Facilities & Events by contacting acurry@bsc.edu.

MENU PLANNING SERVICES

Type of Event:

Breakfast _____

Box Lunch _____

Lunch _____

Break _____

Dinner _____

Reception _____

Other (specify):

Maximum Estimated Customer Count:

Note: The guaranteed customer count must be confirmed 3 working days prior to the event.

COSTS AND APPROVALS

Bill to Account Number:

Customer Signature:

Date:

Total Cost:

Catering Director: