

Liberty Central School District

FOOD SERVICE REQUEST FORM

REQUESTS MUST BE MADE A MINIMUM OF **1 WEEK** IN ADVANCE FOR BEVERAGE AND BASIC FOOD (BAGELS, MUFFINS & COOKIES) AND MINIMUM OF **2 WEEKS** IN ADVANCE FOR SPECIAL EVENTS AND GROUPS LARGER THAN 30.

NAME OF GROUP _____

EVENT DATE _____ TIME _____ LOCATION _____

CONTACT / PERSON REQUESTING and PHONE _____

BILL TO _____ AMOUNT DUE \$ _____

<u>Item</u>	<u>Qty</u>	<u>Price</u>	<u>Total Cost</u>
Assorted Cookies	_____	\$ 5.00 / dozen	_____
Assorted Muffins ~ Jumbo	_____	\$ 14.50 / dozen	_____
Assorted Muffins ~ Regular	_____	\$ 12.00 / dozen	_____
Assorted Bagels W. Fixings	_____	\$ 15.00 / dozen	_____
Milk (Choice of White or Chocolate)	_____	\$.50 per carton	_____
Bottled Water	_____	\$ 1.00 / bottle	_____
Assorted Juice Cups	_____	\$.25 each	_____
E.Z. Set Up ~ 1 Cookie, 1 Fruit, and 1 Water	_____	\$ 2.00 / person	_____
E.Z. Set Up + Coffee ~ 1 Cookie, 1 Fruit, and 1 Water	_____	\$ 2.50 / person	_____
Veggie Platter ~ Minimum quantity: 10	_____	\$ 2.25 / person	_____
Cheese & Crackers ~ Minimum quantity: 10	_____	\$ 2.50 / person	_____
Sliced Fruit Platter / Fruit Salad ~ Min. quantity: 10	_____	\$ 2.50 / person	_____
Coffee Urns and Fixings (includes tea)	_____	\$ 1.25 / person	_____
Fresh Whole Fruit Basket	_____	\$.75 / piece	_____

Chicken Meal _____ **\$ 9.25 / person** _____

Choose either Lemon, Mexican or Parmesan style with Bread and Rice or Pasta

Stuffed Pasta or Lasagna Meal _____ **\$ 8.75 / person** _____

Choose Stuffed Shells, Meat or White Lasagna. Includes Bread.

Cold Cuts Meal _____ **\$ 9.75 / person** _____

Ham, Roast Beef, Turkey, American, Provolone, and Swiss platter, Rolls, Potato Salad and Coleslaw.

***Meals All Include Tossed Salad, Cookies, Fresh Fruit, and Bottled Water**

OTHER FOOD (Be specific. For pricing and availability, contact Dara Smith at x2018 or dara.smith@scbooces.org) _____

STAFFING Catering occurring outside of normal staff hours will be charged:

\$33/hour for the cook _____ **Hours @ \$33/hr** _____

\$28/ hour per person for additional staff _____ **Hours @ \$28/hr** _____

Staffing is at the discretion of the Food Service Manager. Please contact Dara Smith at x2018 or dara.smith@scbooces.org for additional information.

SPECIAL SETUP – TABLES, CHAIRS, TENTS ETC. (Please include quantities needed.)

SIGNATURE OF REQUESTER _____ DATE _____

APPROVED _____ DATE _____

Liberty Central School District

FIELD TRIP

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NAME OF GROUP _____

FIELD TRIP DATE _____ TIME _____

CONTACT / PERSON REQUESTING and PHONE _____

FIELD TRIP BAG LUNCH (YES OR NO) _____ **INCLUDE ROSTER FOR PROCESSING**

STUDENTS ATTENDING _____

ADULTS ATTENDING _____

TOTAL _____

SIGNATURE OF REQUESTER _____ DATE _____

APPROVED _____ DATE _____