

INTERNAL CATERING ORDER FORM

Thank you for contacting the Food Services Department for Selkirk College.

In order to service your food and beverage needs, we require the following information be filled out at least one week prior to the date of the event. Internal orders are only for staff and student events and must be paid through an account code and authorized by the budget officer for that account. The event is considered external if payment is being made from another source other than from Selkirk College (i.e. conferences, workshops, etc.)

This order form is only for events where there will be 20 or more guests in attendance. For anything smaller, arrangements to pick up the food through the cafeteria is required. Send completed forms to dunderwood@selkirk.ca

Name of Event:		Date Required:
Alternate Date:	Number of Guests:	Location*:
Dietary Concerns:		
.....		
Contact Name:		Contact Number:
Internal Payment:		Account Code:
Full Department Name:		
Ordered by (must have signing authority):		
Time Required:		
Morning Menu Choice:		
Time Required:		
Lunch Menu Choice:		
Time Required:		
Dinner Menu Choice:		
Time Required:		
Bar Service Requested**:		

* If delivery is required, charges will apply. The event must have permission from Campus Management to have food in areas other than designated food areas (the Staff Lounge, the Cafeteria, the Pit, the Mir Centre, Scholars, etc.)

** All attendees must be 19 years of age