

South Highland Presbyterian Church FOOD SERVICE REQUEST

(Present to Director of Administration and Finance along with Facilities Request for room location)

Event: _____ Event Date/Time: _____

Event Date/Time: _____

Ministry Team/Committee/Church Group:

Person making request: _____ Today's date: _____

Email address: _____ Phone: _____

Phone: _____

Number of Reservations (guaranteed): Location:

Location:

Menu requested/Special request:

Bill to: **John Doe** (123 Main Street, Anytown, USA)

Address: _____

Amount charged: \$ **Amount collected: \$** **Amount remaining: \$**

Special Note from Food Service

1. **All requests for food service** – not just full meals but also smaller events requesting coffee, juice, cookies, etc. – must be approved by the Food Service Director.
2. Reservations for special or extra events must be made **at least 2 weeks in advance**.
3. **Changes to reservations** must be made at least 3 days prior to scheduled event date.
4. Unless changed and approved, **the final charged amount** will be for requested number of meals, regardless of actual attendance.