



MOFFITT CATERING

Today's Date \_\_\_\_\_

## Catering Request Form

phone: 415-353-1325 • fax: 415-353-8702 • Monday–Friday 7 am - 5:30 pm

website: <http://www.moffittcatering.org> • email: [Moffitt.Catering@ucsf.edu](mailto:Moffitt.Catering@ucsf.edu)

Contact Name \_\_\_\_\_ Medical Center\*\*: Cost Center \_\_\_\_\_  
Department \_\_\_\_\_ \*\*☐ **Required VP approval obtained**  
Phone \_\_\_\_\_ \*\***Approving VP Name** \_\_\_\_\_  
Email \_\_\_\_\_ Campus: Dept. ID \_\_\_\_\_  
UCSF Box # \_\_\_\_\_ Speed Type \_\_\_\_\_

Fax or email this completed form to the above-listed fax number or email it to your event planner.

Orders must be placed 3 full working days prior to the event. Please do not use this form if your event is within 3 days.

Call the Moffitt Catering Sales Office as soon as possible to place your request.

*For personal expenses, Moffitt Catering accepts checks, MasterCard, VISA, or American Express.*

*Sales tax will be added to non-UCSF Recharge orders.*

☐ Order to be Delivered      ☐ Order to be Picked Up from Moffitt Catering at \_\_\_\_\_ am / pm

Event Date \_\_\_\_\_ Event/Group Name \_\_\_\_\_

Number of Guests \_\_\_\_\_ Event Location \_\_\_\_\_

Event Start Time \_\_\_\_\_ Event End Time \_\_\_\_\_

*Set-up is 15 minutes prior to guest arrival time. When will the room be open?*

Does your event require china service?      ☐ Yes      ☐ No

\$6.00 - \$9.00 per person additionally for china service; High-quality disposable serve ware is complimentary with all food & beverage service.

Does your event require event staff? \*      ☐ Yes      ☐ No

Menus including hot food in chafers require an event safety monitor. Please discuss options with your Catering Event Planner

Have you arranged for tables?      ☐ Yes      ☐ No

Arrangements for tables can be made through your Event Site Contact or Campus Facilities Department. Please attach a diagram of your room set-up.

Do you need table linen?      ☐ Yes      ☐ No      How many? \_\_\_\_\_

Is this a "VIP" event?      ☐ Yes      ☐ No

Special Instructions \_\_\_\_\_

Food	Quantity	Beverage	Quantity
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Please note that this is a worksheet only and NOT a confirmation. You must receive official event confirmation from the Moffitt Catering Sales Office.