# Catering Event Details & Quote Sheet

**Sponsoring Organization/Group:** _____

**Contact Name:** _____ **Phone #:** _____ **E-Mail:**_____

**Date of Event:** _____ **Name of Event:** _____

**Event Location:** _____ **Estimated Attendee Count:** _____

**Event Timing:**

**Set-Up Time:** _____ **Guest Arrival Time:** _____
**Guest Departure Time:** _____ **Food Delivery Time:** _____
**Food Service Time – Start:** _____ **End:** _____
**Other Timing Details:** _____

| Menu Details | Price |
|---|---|
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| | |
| **Menu Total (Indicate if per person or per event)** | |
| **Set-Up & Service Fee** | |
| **Delivery Fee** | |
| **Equipment Rental Fee** | |
| **Other Charge/Fees** | |
| **Non-Menu Charge Total** | |
| **The total must include all fees and charges for the Event.** **Event Total** | |

The Caterer understands the general terms and conditions for services are outlined and explained in the Catering License Agreement which Caterer has previously executed with the University. By signing this Quote Sheet, the Caterer confirms compliance with the requirements outlined in the License Agreement. This Quote Sheet establishes the total charge for the Event. **Caterer agrees the University shall have no liability for price adjustments, add-on charges, or price alterations to the Event Total above unless agreed to in advance in writing by the University.** The Caterer agrees all fees and charges have been fully disclosed above. No adjustments are allowed unless there is a change of more than 10% in the number of attendees or the menu is altered at the request of the University. In the event an item planned for the menu is unavailable due to circumstances outside of the control of the Caterer, the Caterer and University shall agree upon a reasonable substitution.

**Caterer Name:** _____ **Contact:** _____

**Signature:** _____ **Date:** _____ **Phone #:** _____