

CAPRICORNIA COLLEGE CATERING REQUEST ORDER SHEET

(Please refer to the Catering Guide for details)

CLIENT DETAILS

Requested by							(Internal/External)	
Phone no								
Email address								
Department/Faculty								
Postal address (if different)								
Financial Delegation (name and signature)								
Internal Costings	Account	Fund	Dept ID	LOC	Prog	Class	Project	
External invoice to								
External address								
Date required			/	Time required		am/pm		
Delivery required		<input type="checkbox"/> Yes	<input type="checkbox"/> No					
Delivery address								

CATERING REQUIREMENTS

				Office Use \$
Morning and afternoon teas	Quantity required	Selection		
Selection (A to G)				
Finger food	Quantity required	Medium	Large	
Continental cheese and fruit platter				
Hot savoury platter				
Sandwich platter				
Additional cutlery/crockery				
Breakfast time	Quantity required			
Buffet breakfast – full service				
Buffet breakfast – self service				
BBQ lunch or dinner	Quantity required			
BBQ ready to go				
BBQ DIY				

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			Office Use \$
Beverages	Quantity required	Red or white	
Tea and coffee			
Orange juice per litre			
Still wine per bottle			
Sparkling wine per bottle			
Mid-strength beer per can			
Soft drink per can			
Bottled water (600 ml)			
Additional glassware			
Esky (Including ice)			

ADDITIONAL ITEMS

			Office Use \$
Venue hire	Half day	Full day	
Hire of Senior Common Room			
Hire of Pilbeam Hall			
Serving/Wait staff functions			
Starting time		am/pm	
Finishing time		am/pm	
Number of staff required			
Delivery fee (if applicable)	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Extra items as discussed with the Catering Manager			
Total cost (excluding GST)			
GST applicable (note: GST is not payable on internal CQUniversity transactions)			
Total amount payable			

Please note – All functions must be booked and confirmed with final numbers 5 working days before the event unless prior arrangements have been made with the Catering Manager.

Prices are subject to change without notice, please confirm with the Catering Manger.

Contact details: Catering Manager
 Phone: 4930 9587
 Fax: 4930 6397
 Email: m.ness@cqu.edu.au

Office use only

Confirmation of order receipt sent

<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>
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