



# MILLERSVILLE UNIVERSITY CATERING ORDER FORM

Name of Event: \_\_\_\_\_ Event Date: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Today's Date: \_\_\_\_\_ Department: \_\_\_\_\_

Account Number: \_\_\_\_\_ Expected Guest Count: \_\_\_\_\_

## DELIVERIES

Delivery Location: \_\_\_\_\_

Delivery Time: \_\_\_\_\_

Pick Up Time: \_\_\_\_\_

## CONFERENCE CENTER (IN-HOUSE EVENT ONLY)

Food Service Time: \_\_\_\_\_

End Time of Event: \_\_\_\_\_

Room Requests: \_\_\_\_\_

Audiovisual Request (In-House ONLY): \_\_\_\_\_

## MENU SELECTIONS

### Notes:

- ◆ A \$35.00 surcharge will be added to all buffets for less than 20 guests.
- ◆ A registration table is provided free-of-charge. Additional tables are \$7.00 each.
- ◆ Catering supplies not returned will be charged to the client's account.
- ◆ Nut Allergy Alert: Foods may contain nuts and were not prepared in a nut-free environment.
- ◆ ALL contracts need to be finalized within **five (5) business days** prior to the event.
- ◆ Catering contact information: catering@millersville.edu  
Phone 717-871-5143

Please download form, fill out, save and email or click on send to catering@millersville.edu

Please print a copy for your records before sending request. Thank you for your order!