



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: _____

MENU SELECTIONS

CONFERENCE CENTER (IN-HOUSE EVENT ONLY)

Food Service Time: _____
End Time of Event: _____
Room Requests: _____

Audiovisual Request (In-House ONLY): _____

Notes:

- ◆ A \$30.00 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 and click on SEND.
Please print a copy for your records before sending request. Thank you for your order!