

Catering Event Details & Quote Sheet

Sponsoring Organization/Group: _				
Contact Name:	Phone #:	E-Mail:		
Date of Event: N	ame of Event:			
Event Location:		Estimated Attendee Count:		
Event Timing: Set-Up Time: Guest Departure Time: Food Service Time – Start: Other Timing Details:	Food Delive End:			
	Menu Details		Price	
Set-Up & Service Fee	Menu Total	(Indicate if per person or per event)		
Delivery Fee				
Equipment Rental Fee				
Other Charge/Fees		Non-Menu Charge Total		
The total must include all fees and charg	es for the Event.	Event Total		
The caterer understands that the general Vendor Catering Agreement which the cateron confirms compliance with the requirement establishes the total charge for the event. add-on charges, or price alterations to caterer agrees that all fees and charges he change of more than 10% in the number an item planned for the menu is unavailal UA shall agree upon a reasonable substitution.	terer has previously executed wents outlined in the Outside V. The caterer agrees that UA the event total above unless are been fully disclosed above of attendees or the menu is alt ble due to circumstances outside.	with UA. By signing this quote Vendor Catering Agreement. shall have no liability for priagreed to in advance in write. No adjustments are allowed are the written request of	sheet, the caterer This quote sheet ce adjustments, ting by UA. The unless there is a UA. In the event	
Caterer Business Name:	Caterer R	ep. Name:		
Caterer Representative Signature:		Date://	_	
UA Department Name:	UA Re	p. Name:		
UA Representative Signature:		Date://		