**Banquets & Catering Form**

Primary Contact Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Secondary Contact Person: ­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Business/Institution/Office: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_ Zip Code: \_\_\_\_\_\_\_

**Section I: Event Information & Description**

*Please attach an agenda and/or other documents, such as flyers, memorandums and etc.*

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

Description of Event & Activities:

**Section II: Catering Request Requesting Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

CONTACT INFORMATION: (505) 906-5215 Email: [catering@navajotech.edu](mailto:catering@navajotech.edu)

Location:

Option 1: NTU Hospitality Center (Separate Hospitality Usage Form Required)

Option 2: NTU On-Campus Venue Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Option 3: Off-Campus Venue

Physical Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Building & Room: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tables Set Up for Food: Yes No Kitchen: Yes No

Gas (Propane/Butane): Yes No Electricity: Yes No

Water Yes No

Round Trip Mileage: From NTU Culinary Arts to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_ miles x $0.545 rate per mile= $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type of Event: Table Service Buffet

Dinnerware: China Disposables Linen: Rectangular Square

Allergies & Special Dietary Needs:

If yes please list allergy & number of guests with this specialty.

**Section III: Recommended Menu**

*Please provide a listing of what you would like served. The Catering Program will recommend a menu after reviewing the form.*

\*\*Please note that even if the form is filled out, it does not mean that the event will be approved.\*\*

Once this form is filled out, turn it in to the Catering Coordinator who will then provide the invoice that will require all signatures.