

**Food Service Order Form Pick Up Only**

Today's Date: \_\_\_\_\_ Event Date: \_\_\_\_\_

Event Name: \_\_\_\_\_ Pick Up Time: \_\_\_\_\_

Contact's Name: \_\_\_\_\_ Contact's Number: \_\_\_\_\_

Fund #: \_\_\_\_\_ Group Name: \_\_\_\_\_

Email: \_\_\_\_\_ Number of Attendees: \_\_\_\_\_

Please Check One of the Following:

Quote: \_\_\_\_\_ Order: \_\_\_\_\_

Beverages: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Food: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Linen: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dietary/Allergies: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Special  
Instructions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

***(Please allow up to 24 hrs. for all quotes/orders to be processed)***

***\*\*\*ALL ORDERS MUST BE CONFIRMED TO THE CHARTWELLS OFFICE NO LATER THAN 5 BUSINESS DAYS PRIOR TO THE DATE OF THE EVENT. IF YOU DO NOT CONFIRM 5 BUSINESS DAYS PRIOR TO YOUR EVENT DATE, CHARTWELLS WILL NOT BE ABLE TO FILL YOUR ORDER.***

***\*\*\*CANCELLATIONS MUST BE MADE NO LATER THAN 7 BUSINESS DAYS PRIOR TO THE DATE OF YOUR EVENT. Cancellations or reductions in guests' counts made 48-72 hours prior to event will incur a charge of 50% of event cost. 24-48 hours prior to event will incur a charge of 75% of event cost. 24 hours or less prior to event will incur a charge of 100% of the event.***



Food Service Order Form Delivery Only

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

Event Date: \_\_\_\_\_

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

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

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

Breakdown Time: \_\_\_\_\_

Contact's Name: \_\_\_\_\_

Email: \_\_\_\_\_

Contact's Number: \_\_\_\_\_

Fund #: \_\_\_\_\_

Group Name: \_\_\_\_\_

Number of Attendees: \_\_\_\_\_

Please Check One of the Following: Quote: \_\_\_\_\_ Order: \_\_\_\_\_

Beverages: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Food: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Linen: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Catered  
Services: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dietary/Allergies: \_\_\_\_\_  
\_\_\_\_\_

Special  
Instructions \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**\*\*\*A \$20.00 Delivery Fee will be placed for all orders place outside of the Oakland Center\*\*\* (Please allow up to 24 hrs. for all quotes/orders to be processed)**

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**Food Service Order Form OC Rooms Only**

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

Event Date: \_\_\_\_\_

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

Room Number/Name: \_\_\_\_\_

Start Time: \_\_\_\_\_

End Time: \_\_\_\_\_

Fund #: \_\_\_\_\_

Reservation #: \_\_\_\_\_ (REQUIRED)

Contact's Name: \_\_\_\_\_

Contact's Number: \_\_\_\_\_

Email: \_\_\_\_\_

Group Name: \_\_\_\_\_

Number of Attendees: \_\_\_\_\_

Please Check One of the Following: Quote: \_\_\_\_\_ Order: \_\_\_\_\_

Beverages: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Food: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Linen: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Catered Services: \_\_\_\_\_  
\_\_\_\_\_

Dietary/Allergies: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Special Instructions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

***(Please allow up to 24 hrs. for all quotes/orders to be processed)***

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