



Culinary Arts Catering Contract

j Educate j Engage j Empower j
 Long Beach City College
 4901 East Carson Street j Long Beach, CA 90808
 (552) 938-4502 j (562) 938-4334 Fax



Contract Date: _____

Requestor Name _____ Phone _____

Name of Organization _____ Cell _____

Billing Name _____ LBCC Ext. _____

Billing Address _____

Estimated Number of Guests _____ Final Guarantee _____ Due by _____

Event Date _____ Event Day _____ Serving Time _____

Event Location _____

Event will be Breakfast Lunch Reception Dinner

Menu	Requestor Will Provide	Culinary Arts Will Provide
_____	Tables	<input type="text"/>
_____	Chairs	<input type="text"/>
_____	Tablecloths	<input type="text"/> \$15.00 ea
_____	Color: _____	
_____	Linen: _____	
_____	Napkins	<input type="text"/> \$5.00 ea
_____	Color: _____	
_____	Linen: _____	
_____	Centerpiece	Yes No
_____	Head Table	
_____	No. of persons:	_____
_____	Table	_____
_____	Line	_____
_____	Buffet	_____
_____	Paper Mats	Yes No
_____	Paper Napkins	Yes No
_____	Transportation	<input type="text"/> 50¢ per mile

Price \$ _____

Authorization Signature _____

Deposit \$ _____

Culinary Arts Signature _____

Paid In Full Date _____ Other Pymt Pick-Up Delivery Time _____

Please make Checks or Purchase Orders payable to: LBCC Culinary Arts - ASB Bank, Account 6 9 9 9 0 2 4 7 2 2.
 Full payment due on day of event unless other arrangements are approved in advance. Payments 5+ working days past due will be charged a late fee: 5% per month.

Other Payment Arrangements: _____ Requestor: _____ Culinary Arts: _____

Final Guarantee: The Culinary Arts Department must be notified of your Final Guaranteed Number of Guests 48 hours prior to the event (excluding weekends).

If notified by this date, the initial Estimated Number of Guests will be used as the Final Guarantee.

Please alert LBCC Culinary Arts of any food allergies as not all ingredients are listed. LBCC Culinary Arts uses nuts and shellfish in their kitchen.