



Monarch Catering/Aramark Catering Request Form

Invoice #: _____

- Events will not be processed without COMPLETE billing information.
- Please read the attached policies and procedures.
- The menu MUST be selected 7 days prior to the event.

Function Date: _____ **Budget Code/Form of Payment:** _____

Organization/Dept: _____ **Function/Purpose:** _____

Contact: _____ **Phone:** _____

E-mail Address: _____

Location: _____ **Serve Time:** _____ **End Time:** _____ **Guest Estimate:** _____

Business Related? (Yes or No) _____ (Submit Business Related Meal Statement, along with Authorized Payment Form, to AP if yes.)

Billing Information

Billing Name: _____ **Phone:** _____

Billing Address: _____ **City:** _____ **State:** _____ **Zip:** _____

Food and Beverage Requirements:

Comments:

Subtotal:	_____
Sales Tax:	_____
Total:	_____

If you are paying with an ODU account, you MUST provide the correct budget code with an authorized signature BEFORE the day of the event.

AUTHORIZED SIGNATURE: _____

PRINT SIGNATURE: _____

Catering Request Forms are accepted via e-mail at catering@odu.edu or by fax at 757-683-5055.

Policies

Advance Notice

We require that you place your order at least one week in advance of your event. A final guarantee is required three business days prior to the event. Late orders are subject to availability and will be assessed a 10% surcharge. An Old Dominion Catering Request Form must be completed at least 7 days prior to the event. The budget code, purpose of the event and authorized signature must be included so that the form may be processed.

Payment

All events that are charged to state or local accounts must include the correct budget code and authorized signature. Alcoholic beverages may only be charged to a ledger 4, 6, or 8 account. The purpose of the event will also be required at the time of booking. Orders cannot be processed without the necessary information. And, groups that are not paying through a budget code, a 75% deposit is required at least one week in advance with the remaining balance due the day of the event.

Attendance Guarantee

An estimated number of attendees is required when scheduling an event for planning purposes. A guaranteed number of guests are required 48 hours prior to the event or by noon on Thursdays for weekend events. Billings are based on guaranteed counts plus any additions.

Delivery Charges

A service fee of \$10.00 will be charged for on campus deliveries. In addition a \$2.00 per person service charge for china service.

Alcohol Policy

Any organization wishing to obtain information concerning Old Dominion University's alcohol policy should contact the Office of Student Activities, 2122 Webb Center, 683-3446.

Cancellations

We require a minimum of 48 hours notice in the event of a cancellation, 72 hours notice prior to a weekend event. Events cancelled with less than 48 hours notice will result in a 50% charge of the total cost of all menu items ordered. Orders or menu items cancelled the same day will result in a 100% charge of all food items.

Outside Caterers

Catering provided by off campus vendors will not be allowed without prior approval from the Director of Dining Services.

Campus Catering

Off premise events will be billed exactly like the Ted Constant Convocation Center. Campus Faculty and Staff do not pay the service charge, which is a 20% savings. Student organizations do not pay the 20% service charge as well as receive 15% off of the posted prices.

Other Policies and Information

Gratuities are appreciated but not required. Please consult Catering Services for details if you wish to leave the servers a gratuity. Due to the board of Health regulations and the nature of catering services it is the policy of Old Dominion University Dining Services that no food or beverages be removed from a catered event. Any event catered outside of Webb Center that requires the use of china will be charged \$2.00 per person or a \$25 delivery fee, whichever is greater.