

# Catering Request

A minimum 5 days notice is requested for all catering orders. Please complete the below and return to [hospitalityandevents@federation.edu.au](mailto:hospitalityandevents@federation.edu.au) to place your order.

Company / Organisation			
Contact Name			
Address			
Phone			
Email			
Function Name			
Date	/ /	Number of attendees	
Function Start Time	AM / PM	Estimated Finish Time	AM / PM
Venue			
	Campus	Building	Room

Menu Item Number	Menu Item Selection	Number of serves	Serving Time	Clearing Time
1019	Selection of 5 hot finger food – 1021, 1027, 1039, 1024, 1032 (Example Only)	25	12pm	3pm
Tablecloths required for service will be charged as per menu pricing				

Comments and other information (dietary requirements etc)

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- Please ensure a pulse request is placed for any tables required for catering
- If any order changes are required, please resubmit an updated request form
- By placing your catering request, you are agreeing to the catering terms and conditions as outlined at [federation.edu.au/hospitalityandevents](http://federation.edu.au/hospitalityandevents)