



Please note that orders can not be processed until we receive all the requested information

EVENT INFORMATION

Requested By:		Contact Information	
Name:		Phone/Ext:	
Department: (Company if outside vendor)		On Campus Contact: (If Applicable) Phone/Ext:	
Reason for Event (Optional)		E-MAIL	
		Cell: (Optional)	
Number of Guests	Date of Event	Day of Week	

LOCATION

Building: Room #: (Must Have Room Number)	Room Reservation Starts: AM/PM Ends: AM/PM	Catering Set-up Finish <u>Set-up</u> By: AM/PM Event Starts At: AM/PM Clear At: AM/PM If we are unable to clear at this time there will be a re-pick up fee of \$25.00	We Require : 15 Minute Window Of Time <u>After</u> Your Room Reservation Begins To Allow Adequate Time For Setup <div style="text-align: center; border: 1px solid black; padding: 2px;">IMPORTANT!</div> We Require : 15 Minute Window Of Time <u>Before</u> Your Room Reservation Ends To Allow Adequate Time For Cleanup
---	---	--	---

Tables (what are your table arrangements? How many?
 If you need help with tables, contact delivery and dispatch at 494.8019 or delivery@ohsu.edu) :

BILLING INFORMATION

Internal Billing Information: ALIAS Number (8 digits) : FAID:(4 letters, 4 numbers) ALIAS and FAID Must be linked in IBS	Other Billing Information: (We Need The Address And Phone Number Of Person Who's Check Or Credit Card Will Be Paying For The Event) Check/Credit Card (Call Catering With The Credit Card Number Please Do Not Write In This Form):
---	---



Marquam Hill Catering
Request for Catering Services
Email: Catering@ohsu.edu Phone: 494.8794

Page 2

Please note :

- **Orders can not be processed until we receive all the requested information.**
- **You do not actually have an order until you receive an e-mail confirmation.**
- **You must carefully check your confirmation for accuracy as this is what will be happening.
(What, where, when and for how many)**

Menu:

Please List Selections from our menu, or should you like assistance in putting an order together, we would be glad to assist you, either in person or by calling.