

World Cup Café Special Food Request Form

Today's Date: _____ Staff Member Receiving Request: _____
Call back/confirmation date will be: _____ (Staff member confirming: _____)

Date of Event: _____ Time of event: _____
Name of Event/Group: _____
Number of persons expected: _____ (If unknown, when will firm number be known? _____)
(In most cases, we cannot open the café outside regular hours or provide outside catering for less than 20 persons.)
General age group of party: _____ mixed _____ adults _____ college _____ teens _____ s

Person Requesting Event: _____ Title: _____
Email address: _____
Phone: (____) _____ Cell: (____) _____

Check One:

____ **Refreshments only** (If outside normal hours, minimum 20 persons unless special permission granted)
____ Soft drinks and/or _____ Coffee and/or _____ Tea (cold or hot)
____ Smoothies and/or Specialty drinks (lattes, fraps, etc)
____ Cookies; and/or _____ Brownies; and/or _____ Other (explain): _____

____ **Inside café catering meal** (meals, parties, special events) minimum 20 persons required when café is normally closed or unless special permission granted)

LOCATION REQUESTED:

____ MAIN CAFÉ; _____ BACK ROOM; _____ THEATRE

FOOD ORDERS:

____ **Individual orders from the menu**

____ **Pre-selected choice(s):** _____ Sandwiches; _____ Burgers; _____ Daily Specials; _____ Salads; _____ Wraps;
____ Soup/chili; _____ Breakfast; _____ Desserts;
Other: (explain) _____

____ **Special Meals:** *ex: steak, prime rib, international, etc.*

____ **Outside café catering meal** (minimum 20 persons unless special permission granted)

LOCATION OF OUTSIDE EVENT: **physical address:** _____

Directions: _____

____ **Other Special Requests:** *Please explain:* _____

____ **Special Needs** (additional cost): _____ table cloths; _____ flowers/centerpiece; _____ candles;
____ decorations; _____ musician(s); Other (explain): _____

Additional Comments/Instructions: _____

Payment Type: _____ credit card; _____ check; _____ cash

NOTE: An 18% gratuity will be added onto the cost of all orders on these special food requests. When possible, please pay for entire group with one payment.