

Catering Request

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

Event Details

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

Account/Finance Details

Contact Name	<hr/>
Phone	<hr/>
Email	<hr/>

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

Comments and other information (dietary requirements etc)

- *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*