

**Phone Number:** 610-396-6353

Email: bkcater@psu.edu

Name of Event: _____

Club or Organization: _____

Estimated Guest Count: _____

Approximate Date of Event: _____

Contact Person: _____

Contact Emails:

Phone Number: _____

Club Advisor: _____

Is this primarily a student centered event?

Dining Services can provide a quote to help plan your catered event. Current pricing and catering guide can be found at <https://liveon.psu.edu/berks/catering>. Please complete this form to the best of your knowledge. We understand some details will be finalized at a later date, but the more information you can provide the more accurate the estimate will be.

Completed forms need to be submitted to bkcater@psu.edu. Please allow up to 5 business days for an estimate to be generated.

Quotes are guaranteed for 90 days. Ever-rising costs and inflation prevent Dining Services from guaranteeing quotes over 90 days.

Housing and Food Services will provide a 15% discount on food to Student Clubs & Organizations who choose to use catering services for their event.

This form is only used for a quote, catering requests must be submitted to bkcater@psu.edu at least 2 weeks prior to the event.

Student organizations requesting catering services must submit a written authorization approval to bkcater@psu.edu from Campus Life or the club advisor and must include the appropriate budget number that will be charged for the catered event. This approval needs to be provided prior to services being rendered.

Would you like us to reference a previous event? **Reservation ID:**

Please fill in the information below to the best of your knowledge. It is ok to be vague and say "Variety of wraps or sandwiches" instead of listing specific wraps, catering services can provide recommendations.. Please enter a quantity if there are specific amounts you would like to order or catering services will estimate based off tentative guest count and menu variety.

*please leave Unit Cost Column and Total Blank

[illegible]

Additional Comments:

Please Note

Guests are not permitted to take leftover food, beverages, condiments or paper products from the premises of any catered event. This policy is driven by food safety concerns and is not negotiable.

Final Guest Counts

Final counts are due to catering at least 72 hours before the scheduled event. If the client does not provide the final count within this time frame the client will be billed 100% of the guaranteed number of guests.

Once the final count is received an updated Sales Confirmation will be sent to the client. It is the responsibility of the client to review to make sure all details are correct for their event.

Cancellations

In the event of a cancellation less than 48 hours before the scheduled event, 50% of the non-recoverable costs incurred by Food Services will be charged to the appropriate group or department. If an unusual or uncontrollable circumstance arises and Campus Catering must make changes, substitute items of comparable quality will be served. When possible, clients will be notified of any changes.

Date Request Submitted: