

**GLENDALE UNIFIED SCHOOL DISTRICT
SPECIAL EVENT ORDER FORM**

DATE SENT: _____

**Orders MUST be received in Food Service Office
10 working days prior to event*.**
* Some Items might not be available and extra charges may apply if received less than the 10 required days.

TO: **Food Services Department**
319 N. Central Ave.
Glendale, CA 91203

E-Mail address: TLayout@gusd.net
CC to: AUranga@gusd.net

SUBJECT: **Coffee/Tea/Food/BBQ Request for Special Events**

or
FAX to : Toni Layton at
(818) 552-2689

WORKSHOP/EVENT : _____

LOCATION/ROOM # : _____

CONTACT PERSON : _____

BILLING ADDRESS : _____

FAX # _____

PHONE # _____

Glendale U.S.D. Departments provide Account Number for ordering food/beverages. _____

Outside Organizations provide P.O. # _____

WORKSHOP/EVENT DATE(S)	Set up Time Time Needed	Clean up Time Needed	Please Check		BBQ / FOOD SNACK/LUNCH	# PEOPLE
			Coffee	Tea		

Coffee & Tea Service @ 25.00 per gallon (Recommended: 2 cups per person. 1 gal. = 24 cups)

Coffee and Tea service comes with cups, napkins, cream, sugar, sugar substitute, and stirrers.

Initialed

DATE RECEIVED:

BBQ Only- Please initial and acknowledge.

\$20 Propane Fee Per BBQ _____

\$50 Fee If BBQ is returned unclean _____

\$25 If Equipment is Missing _____

IF INITIALED CONFIRMATION IS NOT RECEIVED WITHIN 24 HRS PLEASE CONTACT TONI LAYTON OR RE-SUBMIT ORDER

Food Services use only:

Charges: _____

