

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

**DATE SENT:** \_\_\_\_\_

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

**Orders must be received in Food Services Office  
10 working days prior to event.**

*\*Some items may not be available.  
\*\*Extra charges may apply if received in less than 10 days.*

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

**Email [tlayton@gusd.net](mailto:tlayton@gusd.net) AND [auranga@gusd.net](mailto:auranga@gusd.net)  
OR  
Fax Toni Layton AND Adriana Uranga (818) 552-2689**

**EVENT:** \_\_\_\_\_

**LOCATION/ROOM #:** \_\_\_\_\_

**FAX:** \_\_\_\_\_

**CONTACT PERSON:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_

**BILLING ADDRESS:** \_\_\_\_\_

**GUSD Departments, please provide an Account Number:** \_\_\_\_\_

**Outside Organizations, please provide a P.O. Number:** \_\_\_\_\_

EVENT DATE(S)	SET-UP TIME	SERVING TIME	CLEAN-UP TIME	Check ALL that apply			FOOD ORDER	# PEOPLE
				Coffee	Decaf Coffee	Tea		

Coffee & Tea Service @ 25.00 per gallon (Recommended: 2 cups per person. 1 gal. = 16 cups)  
Coffee and Tea service comes with cups, napkins, cream, sugar, sugar substitute, and stirrers.

**BBQ Only - Please Initial and Acknowledge:**

\$20 fee for propane, per BBQ \_\_\_\_\_

**Date Received:** \_\_\_\_\_

\$50 fee, if BBQ returned unclean \_\_\_\_\_

\$25 fee, if equipment is missing \_\_\_\_\_

**Initials:** \_\_\_\_\_

**If initialed confirmation is not received within 24 hrs, please contact Toni Layton or re-submit order**

Food Services Department Use Only:

**Charges:** \_\_\_\_\_