

CATERING AND MEAL PLANNING INFORMATION FOR AWC EVENTS

Name of restaurant or caterer: _____

Tax Exempt #- 008-1027213415-02

Name of event: _____

Place of event: _____ Maximum capacity: _____

Contact name: _____ Phone _____

E-mail _____

Date of event: _____

Price per meal: _____ Price charged: _____

Does meal include tip? _____ Are beverages included? _____

Are we charged for cancelled reservations? _____ ; What is the latest date to cancel without getting charged for a meal? _____

Are taxes included in price? _____ (Always give them our tax exempt cert)

When do we have to have our final count of reservations to them? _____

Meal

includes: _____

Notes:

Rev. 10/04/23