



FOOD & BEVERAGE REQUEST FORM

Please submit the completed form to OMSU Events Staff at unionreservations@olemiss.edu at least ten (10) business days prior to the day of the event. This form does not replace the space reservation form and must be completed and approved in order to have food at your event(s). It is responsibility of the hosting party to order food and beverages -- *this form does not place an order for food*. Please confirm your order with your desired caterer once this form has been approved by the OMSU.

Contact Name: _____ Telephone: _____

Email: _____

Organization / Department Name: _____

Event Name: _____

Event Date(s): _____ Est. Number of guests: _____

Event Location: _____

Event start time: _____ Event end time: _____

**Please include set up time*

**Please include break down time*

Food Serve Start Time: _____

Name of Caterer: _____

Menu (food and beverage):

If linens are provided, who is responsible for providing linens:
Caterer Self Other: _____

A fee is \$2.00 per linen will be assessed if OMSU staff are responsible for placing linens on tables.

Type of Food & Beverage Service:

Please select one option below:

Caterer Present Pick-up by group Delivery to room

Please select one option below:

Buffet – compostable Buffet – China Plated meal Box Lunch Self-Serve

*** If food/beverage or trash is left in the reserved space, a \$100 cleaning fee will be assessed***

Additional Comments or Notes (if needed):

FOR OMSU STAFF ONLY:

Received by: _____

Date Received: _____

Approved: Yes No

Additional Comments or Notes by OMSU Staff (if needed):