



ANTELOPE VALLEY COLLEGE
Cafeteria Food Service Contract

Date: _____

Requisition # _____

PO# _____

Non Student Event (Taxed)

Event: _____

Student Event (Non-Taxed)

Department/Organization: _____

Billing Address: _____ Phone: _____ Ext: _____

Authorized Representative: _____ Title: _____ Email: _____

FOOD SERVICES

Date of Service: _____ Time of Service: _____

*Saturday and after hours catering is available for an additional charge

Location: _____

Continental Breakfast

\$6.50 per person
Assorted Pastries and bagels
Juice, Coffee, Decaf or Tea

Quantity: _____

Beverage Choice:

With Fruit: _____ \$8.00 per person

Cookies

\$7.50 per dozen

Dozen(s): _____

Coffee/Hot Tea Service

Seattle's Best Regular Coffee and
Decaf or Tazo hot tea

Table with 4 columns: People, Price, Carafe Type, Price. Rows: 25 People \$40.00 Single Carafe \$12.00, 50 People \$80.00, 100 People \$160.00

Beverage Service

Fruit Punch, Iced Tea, Lemonade: \$1.00 per person 25 person minimum
Bottled Soda, Water Market Price

Linen

Tablecloths are provided on all serving tables with a minimum \$75.00 food purchase
Additional Tablecloths must be ordered 2 weeks prior to the event to ensure availability

\$6.00 per tablecloth with food purchase
\$7.00 per tablecloth with no food purchase



ANTELOPE VALLEY COLLEGE

Please list the requested menu items from our Catering Menu below:

AGREEMENT (By submitting this form you agree to the following):

I hereby certify that I shall be personally responsible on behalf of our organization/department for meeting the provisions of this contract. We understand that food service is provided by contract only; that a firm reservation must be made no later than ten business days prior to the event; that cancellations may be reported no later than five business days before the event with no cancellation fee. Cancellations made after that date will be billed at 50 percent of the total contract cost. Prepayment or a purchase order must be received by the Auxiliary Service Accounting Office five business days prior to the date of service/event. If neither payment nor a purchase order is received, this contract will become void and the catering will not be provided.

Payment is the responsibility of: _____

Signature of responsible person: _____

Please email this form to catering@avc.edu and we will respond with a confirmation.

Catering guidelines, menus and more are available on the AVC website
<https://www.avc.edu/administration/auxiliary/>

If you have questions regarding catering service, please contact catering@avc.edu

If you have billing questions, please contact catering@avc.edu or Miguel Gomez at 722-6300 ext. 6938

The Antelope Valley College Cafeteria staff is committed to providing the best quality food and service for our guests at an affordable price. We thank you for considering the AVC Cafeteria for your catering needs.

Antelope Valley Community College District
3041 West Avenue K | Lancaster, CA 93536-5426 | (661) 722-6300 | www.avc.edu