



ANTELOPE VALLEY COLLEGE
Cafeteria Food Service Contract

Date

Requisition #

PO #

Office Use Only
Contract #

Event Student Event (Not Taxed)

Organization Non-Student Event (Taxed)

Funding Source

Billing Address Phone # Ext.

Authorized Representative Title E-mail

II. Food Services

***Saturday and after hours catering is available with an additional charge to cover labor costs.**

Date of Service Time of Service

Location

Date to be voided if payment/PO not received
(5 Business Days Prior to Event Date)

Lunch & Dinner Entrees
\$11.00 - \$14.00 per person
All entrees, unless noted, include a mixed greens salad, one side dish, a choice of a hot or cold beverage, and a fresh baked cookie. Cake, pie or cheesecake is available for an additional \$2.50 per person. Brownies are available for \$1.50 per person.

Quantity <input type="text"/>	Entrees <input type="text"/>	Beverages <input type="text"/>
Side Dish list <input type="text"/>		Dessert <input type="text"/>
Side Dishes (Type choice from Catering Menu - 2nd side \$1.00 per person)		<input type="checkbox"/> Dinner Rolls & butter (\$0.50 per person)
<input type="text"/>		

Appetizers
Pricing will vary depending on market price, quantity, and type ordered. Typically \$1-3 per person
Minimum Order Required
Place # from Drop-down Appetizer List in either Hot or Cold Appetizer # box

Appetizer list # of Guests

Hot Appetizer # <input type="text"/>	Cold Appetizer # <input type="text"/>	Cold Appetizer # <input type="text"/>
Hot Appetizer # <input type="text"/>	Cold Appetizer # <input type="text"/>	Cold Appetizer # <input type="text"/>
Hot Appetizer # <input type="text"/>	Cold Appetizer # <input type="text"/>	Cold Appetizer # <input type="text"/>

Specialty Salads
\$9.50 per person
Served with assorted crackers, and choice of hot or cold beverage, and a fresh baked cookie.

Chicken Salad, Qty <input type="text"/>	Asian Chicken, Qty <input type="text"/>	Beverages <input type="text"/>
Spinach, Qty <input type="text"/>		
Chicken Gourmet, Qty <input type="text"/>	Chef's, Qty <input type="text"/>	Dressing(s) <input type="text"/>
<input type="checkbox"/> Assorted Crackers	<input type="checkbox"/> Rolls & butter (\$0.50 per person)	

Assorted Sandwiches

\$9.50 - \$10.50 per person

Served with fruit, chips, and a fresh baked cookie .

Sandwiches served on croissant, Hoagie bun, or choice of bread

Club Sandwich - \$10.50 - Qty Choice of Bread

Chicken Salad Sandwich - \$10.50 - Qty Choice of Bread

Vegetarian - \$9.50 - Qty Croissant Ciabatta or Bread

Turkey & Cheese - \$9.50 - Qty Croissant Ciabatta or Bread

Ham & Cheese - \$9.50 - Qty Croissant Ciabatta or Bread

Egg Salad - \$9.50 - Qty Croissant Ciabatta or Bread

Meat and Cheese Platter - Qty Dessert

Meat and Cheese Platter

12 person minimum

Call for Pricing

Continental Breakfast

\$5.95 per person

Assorted Pastries and Bagels
Juice, Coffee, Decaf or Tea

Quantity

Beverages **With Fruit (additional \$1.00 per person)**

Cookies

\$6.00 per dozen

Dozen(s)

Chips, or Whole Fruit

\$1.00 Each

Chips, Qty Fruit, Qty

Coffee/Hot Tea Service

Seattle's Best Regular Coffee and Decaf, or Tazo hot tea. Sugar and Creamer Set-up

25 People - \$37.50 Single Carafe - \$10.00
 50 people - \$75.00
 100 people - \$150.00 Other Quantity

Fruit Punch, Iced Tea or Lemonade

\$1.00 per person, 25 person min.

Fruit Punch Iced Tea Lemonade
Quantity

Other Beverages

\$1.50 each

Hot Tea - \$1.50 - Qty Bottled Soda - \$1.50 - Qty
Canned Soda - \$1.00 - Qty Bottled Water - \$1.50 - Qty

Extra Tablecloths

\$5.00 per tablecloth

with min. order of \$75.00

Linen only - \$6.00 per tablecloth

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.

Qty/Round Qty/Long White Burgundy Gray Royal Blue
 Black Forest Green Red Dusty Rose

Additional
comments
or
instructions

III. Agreement (By submitting this form you agree to the following)

I hereby certify that I shall be personally responsible on behalf of our organization 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 Accounting Office **five business days prior** to the date of service / event. **If neither payment or a purchase order is received, this contract will become void and the catering will not be provided.**

Payment is the responsibility of

Name and Department

If you can, save the form and e-mail it to catering @avc.edu. Otherwise, print the form and fax to the Auxiliary Accounting Dept. at (661)722-6671.

Cafeteria Hours

Monday - Thursday 7:30 a.m. to 4:30 p.m. Friday 7:30 a.m. to 2:00 p.m.
Saturday and after hours catering is available with an additional charge to cover labor costs.

Catering at Antelope Valley College

Catering guidelines, menus and more are available on the AVC website.

If you have questions regarding catering service, please contact Debra Smith at (661) 722-6300 ext. 6187 or via e-mail at catering@avc.edu. If you have any billing questions, please contact Shannon Greene in the Auxiliary Accounting department at (661)722-6300 ext. 6183 or via e-mail at catering@avc.edu.

Please follow up all catering requests with an e-mail to catering@avc.edu.
This enables us to verify your pending order is received.

All orders must have a purchase order approved by the department Dean/Director, or Vice President and the Office of Business Services. Refer to catering guidelines for more information. .

The Antelope Valley College Cafeteria staff is committed to providing the best quality food and service for our guests at an affordable price.

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