

KITCHEN FOOD SERVICE REQUEST

This form must be completed and returned via email or in person to the Kitchen Chair a MINIMUM of 6 weeks to date of event/use. No service will be provided with shorter notice.

kitchen@courtenayfishandgame.org

Event	
Date of Event	
Date of Request	
Number of meals required	
Age range of attendees	
Please provide at least one volunteer to assist in kitchen cleanup after the event. Volunteer name, phone & email	
Event Coordinator contact name, phone & email	
<p>Food Service:</p> <p>Breakfast – Choice of:</p> <p>a) Pancakes & Sausages</p> <p>b) Scrambled Egg or Sausage & Cheese Sliders</p> <p>c) Breakfast Pizza</p> <p>Lunch or Supper – Choice of:</p> <p>c) Pulled Pork on a bun with coleslaw</p> <p>d) Soup/Chili & a bun</p> <p>e) Spaghetti Dinner with Caesar salad</p> <p>f) Burger & Home Fries</p> <p>Prices subject to change – See separate price list</p>	Please indicate your choices:
Table settings required? (Y or N) Otherwise, buffet pickup of cutlery, etc. Please specify expectations	
Condiments required (Please be specific)	
Beverages required (coffee, tea, water, juice boxes, etc Please be specific))	
Cutlery required (disposable/washable)	
Glassware required (Plastic/paper only)	
Dishes – Paper or Stoneware	
Other requests	

(please see over)

Page 2 – Kitchen Service Request Form

Will this event take place 1) on the deck 2) in the hall 3) on the grounds 4) another venue/facility
Please circle one. If “another venue”, please state venue/facility _____

All allergies to be considered and all special requests must be discussed with the Kitchen Chair well in advance of the event in order to be accommodated.

The event coordinator must liaise with the Caretaker for the setup of tables and chairs, and must coordinate the cleanup of the site after the event. This is NOT the responsibility of the Kitchen volunteers.

The event coordinator must liaise with the Bar Chair if any bar service is required.