

KITCHEN SERVICE REQUEST

This form must be completed and returned via email or in person to the Kitchen Chair a MINIMUM of 1 month prior to date of event/use. No service will be provided with shorter notice.

kitchen@courtenayfishandgame.org

A minimum of one volunteer from your Venue/Group must assist in the kitchen

Event	
Date of Event	
Date of Request	
Number of attendees expected	
Age range of attendees	
Volunteer name, phone & email	
Event Coordinator contact name, phone & email	
Kitchen Service requested: Food Service: Type of menu requested (e.g. soup & sandwich; buffet lunch; appetizers; roast beef dinner; coffee/tea & muffins; pancake breakfast; etc. BE SPECIFIC)) Use of kitchen only: (area must be left in the condition it was found in!) Kitchen orientation required? Stove to be lit? Food Safe volunteer in place? Cleanup organized?	
Table settings required? Otherwise, buffet pickup of cutlery, etc. Please specify expectations	
Condiments required	
Beverages required (coffee, tea, juice boxes, etc)	
Cutlery required (disposable/washable)	
Glassware required (Plastic only)	
Dishes – Paper or Stoneware	
Ice machine access required?	Yes/No

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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.