

Catering Intake Form

TODAY'S DATE AND TIME: _____

POC NAME: _____

ORGANIZATION/UNIT: _____

PHONE #: _____

EMAIL: _____

- GOLF TOURNAMENT AND BANQUET ROOM BUFFET
- BANQUET ROOM RENTAL
- BAR AND RESTAURANT USE ONLY
- OTHER _____

1ST REQUESTED EVENT DATE AND TIME: _____

ALTERNATE EVENT DATE AND TIME: _____

TYPE OF EVENT: _____

GUEST COUNT: _____

*****Please note the following: There is a 20% service charge for all catered food and beverage items (not included on menu price). If you need table linens the cost is \$3 per tablecloth and \$1 per linen napkin. All event details must be finalized 14 days prior to the event (room layout, timeline, catering order, linen needs). Final guest count is due 7 days prior to event date.*****

Catering Contact Information

253-324-8644

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