



NORCO
COLLEGE

Event Number:

Event Name	# of Guests	Payment Method	Event Date
Catering Contact Person	Manager approver	Telephone Number	Requisition # required for final booking

Please note: All orders and Minimum guaranteed attendance must be received within 72 hours of event.
 If attendance falls below the guaranteed number the client will be charged for the guaranteed number.
 Please send completed catering forms to FoodServices@norcollege.edu

STOP!! DID YOU ORDER TABLES FOR THE FOOD? PLEASE USE 25LIVE TO DO SO WHEN YOU RESERVE THE ROOM

Event Details					
Building & Room #	Set-up Style	Event Start Time	Event End Time	Food Set-Up	Food Clean-Up

FOOD & SERVICE ITEMS					
Food Services Item (use dropdown menu)	Item	Price	Quantity	Total	

Special Notes:

Subtotal		Prepared By:	
Tax		Date:	
Total			

For ASNC Charges: 710 000 00000 xxxxx xxxx
Account to receive income: Norco Food Services 32 E00 3200 0 0000 0770 8844

Thank you for letting us serve you. Bills are due and payable upon receipt of this invoice.
Please Remit to Riverside Community College District.
 I have read the above contract and agree to the terms and conditions as well as any terms and conditions on any contract addendum's which I may sign.
Norco College Food Services 2001 Third Street, Norco CA 92860 951-372-7141