



# 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

**STOP!! DID YOU ORDER TABLES FOR THE FOOD? PLEASE USE 25 LIVEDO 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