

**PENNY'S DINER CATERING REQUEST FORM    FAX TO: 724-942-0997**

**Catering Request Form**

To receive an estimate for services or initiate a catering order, complete & submit the following form. We will respond to your request during office hours. Please call to confirm availability, if your event is less than 48 hours.

**Today's Date:** \_\_\_\_\_ **Client Name:** \_\_\_\_\_

**Client Phone:** \_\_\_\_\_ **Client Fax:** \_\_\_\_\_

**Client E-mail Address:** \_\_\_\_\_

**Client's Department Name:** \_\_\_\_\_

**Date of Event:** \_\_\_\_\_ **Guest Count:** \_\_\_\_\_

**Event Title:** \_\_\_\_\_

**Event Location:** \_\_\_\_\_ **Room No.** \_\_\_\_\_

**Event Time:**     Set Up: \_\_\_\_\_ Start: \_\_\_\_\_ End: \_\_\_\_\_

**Billing Info:** \_\_\_\_\_ Check: \_\_\_\_\_ Credit Card: \_\_\_\_\_

**Type of Event:**    Breakfast \_\_\_\_\_ AM Break \_\_\_\_\_ Lunch \_\_\_\_\_

PM Break \_\_\_\_\_ Reception \_\_\_\_\_ Dinner \_\_\_\_\_ Meeting \_\_\_\_\_

**Service Ware:**    China: \_\_\_\_\_ Plastic: \_\_\_\_\_ Glassware: \_\_\_\_\_ Bar Set Up \_\_\_\_\_

**Room Set Up:**    Buffet \_\_\_\_\_ Sit Down \_\_\_\_\_ Delivery with Set Up \_\_\_\_\_

Pick Up \_\_\_\_\_ Drop Off \_\_\_\_\_ Full Service Event \_\_\_\_\_ Not Sure \_\_\_\_\_

**Menu Choices:** Hot Food \_\_\_\_\_ Cold Food \_\_\_\_\_ Sandwiches \_\_\_\_\_ Salads \_\_\_\_\_

Light \_\_\_\_\_ Main Entrées \_\_\_\_\_ Snacks \_\_\_\_\_ Appetizers \_\_\_\_\_ Dessert \_\_\_\_\_

**Additional Inst.** \_\_\_\_\_