



DIABLO VALLEY COLLEGE

# Catering Event Request For community activities

*Culinary Arts Department*

Complete form and obtain signature, then fax or email to Chef Brian McGlynn: fax: 925-687-2557; BMcGlynn@dvc.edu

Today's date \_\_\_\_\_

Name of event \_\_\_\_\_

Date of event \_\_\_\_\_ Time of event \_\_\_\_\_

Rental of facilities \* Requires "[Request form to use the DVC facilities in conjunction with DVC catering for an external group.](#)"

Location of event \_\_\_\_\_

deliver to location  Y  N

Number of guests \_\_\_\_\_

Type of menu

breakfast  lunch  dinner  appetizers  h'ors d'oeuvres other \_\_\_\_\_

Would you like your event  plated  buffet

Service style

casual  formal  self serve buffet other \_\_\_\_\_

Credit card  MC  VISA  AMEX # \_\_\_\_\_ code \_\_\_\_\_

Name of requestor \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

An "[Application for use of college facilities](#)" is required to complete this request.

**For questions call Chef Brian McGlynn 925-969-4304**

### FOR CULINARY USE ONLY - Special instructions for food and set up

(Note: For any event serving beer/wine, a one day alcohol license request must be submitted to the DVC Foundation Office 30 days prior to the event.)

food \_\_\_\_\_

special diet requirement \_\_\_\_\_

beverage \_\_\_\_\_

seating/room set up \_\_\_\_\_

audio/visual \_\_\_\_\_

other special requests \_\_\_\_\_

facilities/catering form completed and submitted to Dean of Business