BALDWIN PARK UNIFIED SCHOOL DISTRICT

ADS-FS1

Adult and Community Education

THE MAINE STREET CAFÉ

Catering Request

Requests should be submitted to Jeff Palmer/TSA a *minimum of 10 days* prior to the event. Via e-mail jpalmer@bpace.k12.ca.us (No phone orders accepted). Use a separate form for each catering event. For more information call (626) 856-4117.

Date Requested: _____ Date Needed: _____ Contact Person: _____

Specific Location: _____ Room/Office: _____

School/Department: _____ Type of Event: _____
(i.e. retirement party, graduation reception)

Authorized Signature: _____ Phone#: _____

☐ To be delivered (on-site only) Time of delivery: _____

☐ To be picked up by (person): _____ Time of pickup: _____

Specific Instructions/Items	Number of People	Total
	Total:	
FORM OF PAYMENT: Payment must be made 3 days prior to event. ☐ District Account Number: _____ ☐ Check: (Made payable to *Baldwin Park Unified School District/The Maine Street Café)* ☐ Cash	8.25% Sales Tax	
	Grand Total	

Linen and China Service:

☐ Full set-up: Amount needed: _____ Cost: _____

(Table cloths, linen napkin, china and silverware $1.75 per person)

☐ Tablecloths (white only) : Amount needed: _____ Cost: _____

Sizes available: ☐ 62" x 62" square $2.00/ea. ☐ Banquet (8 foot) $3.50/ea.

REQUESTS FOR USE OF ACT CENTER ROOMS, PERFORMING ARTS CENTER OR CONFERENCE ROOMS MUST BE COMPLETED ON FORM ADS-1044. FOR INFORMATION CALL LANCE QUINTANA AT (626) 856-4132.

For BPACE use only

Approved by _____ Payment amount received: $_____ Date: _____

Revised: lg:8/08