

# Catering Request



This catering request should be submitted electronically a **minimum of 10 days** prior to the event by email to [bpacecafe@bpusd.net](mailto:bpacecafe@bpusd.net). You will receive an email confirmation once catering request is received. Please use a separate form for each catering event. **NO PHONE or EMAIL ORDERS WILL BE ACCEPTED.** Catering menu can be accessed at [www.bpusd.net/adult](http://www.bpusd.net/adult) (under Staff Resources, Flyers & Forms section). For additional information, please contact Jeff Palmer at (626) 939-4300 or by email at [jwpalmer166@bpusd.net](mailto:jwpalmer166@bpusd.net).

Event Date: _____	Event Time: _____
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Contact Person: \_\_\_\_\_ Date: \_\_\_\_\_

School/Dept./Business: \_\_\_\_\_ Room/Office: \_\_\_\_\_

Phone No./Ext.: \_\_\_\_\_ Type of Event: \_\_\_\_\_  
(i.e. retirement party, meeting, graduation reception)

Authorized Signature: \_\_\_\_\_

<input type="checkbox"/> <b>ON-SITE ORDER</b> Food set up time: _____ Clean up time: _____ Location: _____	<input type="checkbox"/> <b>OFF-SITE ORDER</b> Pick-up Time: _____ Pick up by (Name): _____ <input type="checkbox"/> Delivery Address: _____ Location: _____
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ITEMS/SPECIFIC INSTRUCTIONS	UNIT PRICE	QUANTITY	TOTAL

<b>FORM OF PAYMENT: Payment must be made 3 days prior to event.</b> <input type="checkbox"/> School District Acct. No.: _____ <input type="checkbox"/> Check: <i>(Made payable to • Baldwin Park Unified School District / Maine Street Café)</i> 4640 Maine Ave. • Baldwin Park CA 91706 <input type="checkbox"/> Credit Card (Visa, Mastercard, Discover). <b>Photo ID and Signature Required</b> <input type="checkbox"/> Cash	SUBTOTAL  8.75% SALES TAX  GRAND TOTAL
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• FOR BPACE USE ONLY •

Approved by: \_\_\_\_\_ Payment amount received: \$ \_\_\_\_\_

MAINE ST. CAFÉ     
  DISTRICT CAFÉ     
  BADILLO     
 Date: \_\_\_\_\_  
 INVOICE #: \_\_\_\_\_     
  IN HOUSE CHARGE