

The Lawrence Catering Request Form

Request Date:	Requester:	Project Name:
Event Name:	Event Date(s):	Event Time(s):
Event Location(s)/ Room #'s:		Event Day Host/On-Site Point of Contact to Accept Food Delivery:

Business Reason for Event:

CHART OF ACCOUNTS TO CHARGE: Is expense budgeted for FY25/26? YES NO If not, attach explanation how your budget will cover this expense									
Funding Project Name	ACCOUNT	FUND	DEPT	PROGRAM	CF1	CF2	PC BU Only for C&G	PROJECT Only for C&G	ACTIVITY Only for C&G
							GM100		01
							GM 100		01

DEPARTMENT APPROVALS:		
PD/PI Approval:	Signature Approval:	Date:
FA Approval:	Signature Approval:	Date:
Florencia Ramos, Deputy Director, LHS	Signature Approval:	Date:

CATERING REQUEST: *Submit approved form to Amy Yindiphol at amy.yindiphol@berkeley.edu

Event Budget Amount:	Number of Attendees:
Note: For audit, final Participant List with attendee affiliation required at the conclusion of your event	

Light Refreshments (Per Person Limit= \$22)
 Breakfast (Per Person Limit= \$31)
 Lunch (Per person Limit= \$54)
 Dinner (Per person Limit= \$94)

Notes:

Vendor Options:
 Ann's Catering
 Cheese n' Stuff
 Comal
 La Mediterranee
 LaVal's Pizza
 Market Hall
 Noah's Bagels
 Peet's Coffee
 Whole Foods

Please list vendor(s) you wish to use not already listed above:

Notes:

Special Dietary Requirements?
 Gluten Free
 Nut Allergies
 Vegan
 Vegetarian
 Other:

Notes:

Supplies Needed:
 Cups Napkins Plates Tablecloths Utensils Other

CONTRACT INFORMATION:

Signed Vendor Contract Required? Yes <input type="checkbox"/> No <input type="checkbox"/>	Contract Submission Date to Risk Management:
<i>If yes, the contract must be reviewed by Risk Management</i>	Date Signed Contract received:

Notes:

UC REQUIRED PERMITS/APPROVALS: (Check off ALL that apply): *Due 3 weeks in advance*

<input type="checkbox"/> Alcohol Permit <input type="checkbox"/> EHS-Fire Permit (For BBQ's, Tents) <input type="checkbox"/> Liability Release Form	Date Permits Requested:
<input type="checkbox"/> VCR Exceptional Pre-Approval (NOTE: Admin Office Secures Once Requester Submits Completed form -Allow at Least 3 Weeks)	Date Permits Secured:
	Budget Line Item: