FELLOWSHIP EVENTS TEAM REQUEST FOR SERVICE CONTRACT

1.	Group or Individual ("requestor") requesting service:
2.	Contact Person:
	Phone #:
	<u>E-mail</u> :
3.	Name of Event:
4.	Date of Event:1
5.	Time and duration of event:
6.	Anticipated event attendance: (confirmed # required 3 days prior to event)
7.	Menu Requests: (Please be specific; include all food and drink.) We are not an allergy free kitchen! Special menu requests such as Gluten-free, Vegetarian, etc. will need to be determined by the FET on a per event basis to determine if request can be accommodated.
8.	Budget: (Either per head or per event amount)

¹ The space, including kitchen and serving location should be reserved thru the Church office prior to submission of this contract.

9.	Tableware requested: (Circle appropriate choices)					
	Tablecloths:	Y / N - If Yes, select your choice: White or Black Other colors or Plastic will need to come out of requestor's budget There is a fee to wash the White or Black tablecloths (apx \$2 per cloth)				
	Napkins:	Standard White Color (cost will be charged to event) Color?				
	Dish service:	China	Paper			
	Cutlery choice	e: Stainless	Plastic			
	Drinkware:	Glass	Plastic			
	Other requests:					
10.	Miscellaneous	<u>s:</u>				
A A A	Special meal r subject to ava	requests should be dis ilability g and preparation	the requestor if desired) scussed with the team during	menu planning and are		
>	 Decorations for venue and tables Resources for assisting with hanging black draperies to hide service station Resources for serving and clean up. (For safety reasons, please limit volunteers to those age 16 and higher) 					
			meet with the requestor to disc n of the number of volunteers	•		
Signed by Event Requestor: Date:						

We look forward to serving you!!

Return completed document via e-mail to both: office (at) stlukeshr.com and

renae (at) stlukeshr.com or a paper copy to the St. Luke's Office