

WGH Nutrition Services Catering Request Form

For those special occasions, we will customize the menu to suit your needs. Do you require a customized menu? Please call Marianne Thompson, Nutrition Services at 393 8741.

To ensure we can meet the needs of your event, please advise Nutrition Services:

- **24 business hours notice** for beverage services (coffee & tea)
- **3 business days notice** for small coffee break catering (muffins etc) & cold lunches
- **5 business days notice** for larger catering events & hot menu requests

Date of function : _____

Location of function: _____

of people expected : _____

Charge to (department) : _____

YES NO Time

I would like the cater delivered			
I would like to pick up the cater from the kitchen			

Please check off the items you wish to receive and fill in the quantity you require for you function

√	Item	Quantity	Cost/Unit (Kitchen use only)	Total (Kitchen use only)
	Coffee Pump - Freshly Brewed Midnight Sun! <i>1 pump = 10 cups (250ml)</i> *includes creamers/milkettes/sugar		14.00/pump	
	Tea - Hot Water <i>1 pump = 10 cups (250ml)</i> *includes tea bags + milk and sugar		6.00/pump	
	Juice, 1L – Apple or Orange		2.50 each	
	Juice, assorted 450 ml bottles		1.75 each	
	Bottled water 500ml		1.00 each	
	Bagels *includes 1 cream cheese, jam & butter		2.00each	
	Croissants *includes 1 butter & jam		1.50 each	
	Muffins/scones		1.50 each	
	Cookies		1.00 each	
	Squares		1.00 each	
	Desserts (cakes etc)		2.75 each	
	Vegetable Platter & Dip		1.75/person	
	Cheese & Fruit Platter		1.75/person	
	Fruit Platter		1.75/person	
	Sandwiches (assorted breads, fillings and pickles)		4.75/person	
	Wraps (assorted fillings and pickles)		5.00/person	
	Soup/crackers		2.50/person	

Additional description of food items, details, or special requests
