

Please confirm order with Chris Barrington x 291  
24 hours before event date

MINUTEMAN REGIONAL CATERING REQUEST

3 DAYS NOTICE REQUIRED

	<b>Group</b> _____	<b>Invoice Number</b> 08-	
	<b>Event Date</b> _____	<b>Request From</b> _____	
	<b>Event Time</b> _____	<b>Account Number</b> _____	
	<b>Location</b> _____		
	<b>Delivery Requested</b> _____	<b>Special Notes</b> _____	
	<b>Yes</b> _____ <b>No</b> _____		

  

Amount	BEVERAGES	Price	Amount	PARTY PLATTERS & BOX LUNCHES	Price
_____	\$0.75 Coffee - order in multiples of 10	\$0.00	_____	\$40.00 Fresh Fruit Trays - serves approximately 20	\$0.00
_____	\$1.25 Juice - 12 oz - Veryfine	\$0.00	_____	\$35.00 Vegetable Tray - serves approximately 25	\$0.00
_____	\$1.00 Soda - 12 oz - Assorted	\$0.00	_____	\$35.00 Cheese & Cracker Tray - serves approximately 25	\$0.00
_____	\$1.25 Bottled Water	\$0.00		Assorted cubed cheese with a variety of crackers	
Amount	MORNING FAVORITES	Price	Amount		Price
_____	\$1.25 Bagel & Cream Cheese	\$0.00	_____	\$5.00 Deli Platter	\$0.00
_____	\$1.00 Fresh Baked Scone	\$0.00		Assorted breads, sliced turkey, ham and roast beef	
_____	\$1.00 Large Muffin	\$0.00		American and Swiss cheese, lettuce, onion, tomato, condiments	
_____	\$19.95 Coffee Cake	\$0.00	_____	\$6.00 Boxed Lunch - ham, turkey or tuna wrap or bulky	\$0.00
	feeds approximately 12-15			including condiments, chips, fruit, cookie, and beverage	
_____	\$3.00 Continental Breakfast	\$0.00	_____	\$6.00 It's a Wrap	\$0.00
	includes fresh coffee, juice & assorted pastries			Chicken Caesar, turkey & ham, toppings and condiments, includes fruit, cookies	
_____	\$4.00 Continental Breakfast Plus	\$0.00	_____	\$5.00 South of the Border	\$0.00
	Continental Breakfast plus fruit platter			Beef Taco & Nacho Bar, all the toppings with cookies and beverage	
_____	\$4.00 Eye Opener	\$0.00	_____	\$5.00 Pizza Feast	\$0.00
	Mixed fresh fruit, assorted mini quiche, bacon or sausage, fresh coffee and juice			Fresh baked pizza with cookies and beverage	
Amount	OTHER FAVORITES	Price	Amount		Price
_____	\$0.50 Fresh Hand Fruit	\$0.00	_____	\$5.00 Summertime Cook Out	\$0.00
_____	\$3.00 Garden Salads	\$0.00		Hamburgers & hot dogs, potato chips fresh fruit, cookies and lemonade	
_____	\$1.00 Assorted Snacks	\$0.00			
	contact us about our many snack options				
_____	\$1.50 Fruit & Yogurt Parfaits	\$0.00			
Amount	DESSERTS	Price			
_____	\$4.80 Cookies - price per dozen	\$0.00	Please make checks payable to: <b>MINUTEMAN REGIONAL HIGH SCHOOL</b> SCHOOL LUNCH ACCOUNT 758 Marrett Road Lexington, MA 02421  Complete HOSPITALITY BACKUP REPORT		
	freshly baked assorted favorites				
_____	\$1.00 Brownies	\$0.00			
_____	\$8.40 Dessert Bars - assorted -price per dozen	\$0.00	<b>Total Due</b> <b>\$0.00</b>		

**HOSPITALITY BACKUP REPORT**  
(Must be completed and submitted with Catering Requests)

Budget Number _____	Function _____
	Or
Budget Manager _____	Guest/Visitor _____
Budget Manager _____ (signature)	and Affiliation/Purpose _____
District Hosts: _____	_____

The above form is to be completed by any staff member planning to pay for a meal or refreshments from District funds.  
The term "District funds" includes budget, grant, and all other Minuteman accounts.

This form must be completed to request hospitality service and will be submitted as backup for each invoice submitted to the Business Office for payment.

District funds, by case law and as expressed in the Massachusetts constitution, are to be used for public purposes only, not for the private benefit of individuals or groups.

Please fill out Hospitality Report on the reverse side of this form.