



TU Dining Catering Attendant

Name of person responsible	_____
Organization/Department	_____
Name of Event	_____
Location	_____
Estimated Head Count	_____
PO/Check/Credit Card	_____
Day and Date	_____
Time food will arrive	_____
Time food will be removed	_____
Caterer	_____

If you are required to have an attendant for outside catering, the fee will be \$30.00 per hour per attendant. Events that begin after 7 pm during the week or are held on weekends will be charged \$35.00 per hour per attendant. The group will be responsible for any equipment needed to keep the outside food and beverage at safe temperatures as defined by the Tulsa Health Department. The group will also be responsible for all service ware, linens, ice, and utensils, unless previous arrangements have been made with Dining Services. The attendant will meet the caterer at the loading dock at the Student Union at the designed time to assist in the proper delivery of food and beverages. The attendant will remove the large trash cans at the end of the event but the group will be responsible clearing all table and putting trash in garbage cans provided in the room. Please book and pay for an attendant no less than 3 business days before your event to prevent rescheduling or late fees. Dining can accept purchase orders (no GL numbers) credit cards or checks.

Late Fees:

Confirmed events scheduled 2 business days before \$25.00 late fee

Confirmed events scheduled 1 business day before \$50.00 late fee

Confirmed events scheduled the same business day \$75.00 late fee

I HAVE READ AND UNDERSTAND THIS AGREEMENT, AND I ACCEPT AND AGREE TO ALL OF ITS TERMS AND CONDITIONS. I ENTER INTO THIS AGREEMENT VOLUNTARILY, WITH FULL KNOWLEDGE OF ITS EFFECT.

Name _____ Date _____

Contact Information

Student Union Administrative Office 918-631-2251

Dining Services 918-631-2145

Please return this form and payment to the Dining Services offices located on the first floor of the Student Union at least 3 business days before the event