



Canteen Food Service

PELLISSIPPI STATE

10915 Hardin Valley Rd.

Knoxville, TN.37933

865-694-6615

CATERING CONTRACT

DAY		DATE	
DEPARTMENT		PHONE#	
START TIME		END TIME	
CONTACT		IN CHARGE	
LOCATION		NUMBER OF GUESTS	

FOOD AND BEVERAGE REQUIREMENTS

BREAKFAST___ REFRESH___ LUNCH___ AFTERNOON BREAK___ DINNER___

Buffet style		Table service	
Drop service		Pick-up	
Table clothes		Attendants	
China or disposable		Skirting	

IN ORDER TO ASSURE YOUR FUNCTION IS PROPERLY PREPARED, WE REQUEST A MINIMUM OF 3 DAYS NOTICE PRIOR TO THE EVENT. CANCELLATION MUST BE DONE AT LEAST 24 HOURS PRIOR TO THE EVENT, LESS THAN THAT WILL BE SUBJECT TO A 50% CHARGE. LESS THAN 24 HOURS NOTICE WILL BE SUBJECT TO FULL CHARGE.

I HAVE READ THE ABOVE CONTRACT AND POLICIES AND AGREE TO ITS SPECIFICATIONS.

CUSTOMER SIGNATURE

DATE

CANTEEN REPRESENTATIVE

DATE

