

## FORM B - ALLENWOOD BANQUET EVENT ORDER FORM

*Complete if requesting Allenwood usage*

**Organization Name:** \_\_\_\_\_

HOSP Student Organization     
  Campus Dept     
  3<sup>rd</sup> Party

**Event Name:** \_\_\_\_\_

**Event Contact Person:** \_\_\_\_\_

**Contact Email:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**Space Requested**     Meeting Room     Kitchen     Both

**Service Requested**     Menu Development (Consultation required to determine price)

Supplies                       Linen (\$2 per tablecloth)

Projector (\$10 rental fee)

Other (Costs TBD): \_\_\_\_\_

### ROOM AND SUPPLIES RENTAL FEES

TYPE	RENTAL PRICE	QTY NEEDED	TOTAL PRICE
Dining Room Rental	\$25 (5 hours)		
Kitchen Rental	\$25 (5 hours)		
Dining Room and Kitchen Rental	\$50 (5 hours)		
White Linens	\$2 each		
Black Linens	\$2 each		
White Napkins	\$ 0.50 each		
Black Napkins	\$ 0.50 each		
Projector	\$10 (5 hours)		
Other:			
<b>TOTAL:</b>			

*Menu Development (if menu costing does not fit in this chart please attach a separate completed menu costing sheet for all ingredients)*

MENU DESCRIPTION	AMOUNT	COST	TOTAL COST

**Portion Size(s):** \_\_\_\_\_ **Cost Per Portion:** \_\_\_\_\_

**Total Cost:** \_\_\_\_\_

**Service Style:** \_\_\_\_\_

*Beverages (if beverage costing does not fit into this chart please attach a completed beverage costing sheet for all ingredients)*

BEVERAGE DESCRIPTION	AMOUNT	COST	TOTAL

**Portion Size(s):** \_\_\_\_\_ **Cost Per Portion:** \_\_\_\_\_

**Total Cost:** \_\_\_\_\_

**Service Style:** \_\_\_\_\_

*Other Supplies (HOSP Student Organization must complete this section. List other supplies that will be needed for this event and all costs. If all items do not fit on this list attach a completed item cost list).*



## SUBMISSION REQUIREMENTS

All HOSP Student Organization Event Requests Forms must be submitted to the club faculty advisory **at least three weeks prior** to the anticipated date. Staple forms and submit in the following order:

- Form A.
- Form B. Include the following attachments (if applicable):
  - Food and Beverage costing sheet. Typed, printed, stapled to packet.
  - Other supplies costing sheet. Typed, printed, stapled to packet.
  - Dining room layout/floor plan. Typed or neatly hand drawn.
  - “Day-of” event timeline. Typed, printed, stapled to packet.
  - Permits
  - Marketing plan
  - Contact sheet of all outside companies/vendors
    - Company name
    - Contact person first and last name
    - Email and phone number of contact
    - Website
- Form C Allenwood Policies and Procedures Signature Sheet

***\*Incomplete event request forms will not be considered for approval. Ensure that forms are complete, neat, and professional prior to submission. Students are expected to abide by all Department and University policies and professional conduct for any event.***

**SIGNATURE PAGE – FORM B**

*PRINT NAME*

*SIGNATURE*

*DATE*

**CLUB PRESIDENT:**

\_\_\_\_\_

**EVENT COORDINATOR:**

\_\_\_\_\_

**FACULTY ADVISOR:**

\_\_\_\_\_

**CLUB EXECUTIVE ADVISORY COMMITTEE APPROVAL:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**HOSP DEPARTMENT CHAIRPERSON:**

\_\_\_\_\_