



# NORCO COLLEGE

Event Number:

SPRING 2024

Event Name	# of Guests	Payment Method	Event Date
Catering Contact Person	Manager approver	Telephone Number	Requisition # required for final booking

**Please note: All orders and Minimum guaranteed attendance must be received within 72 hours of event.**

If attendance falls below the guaranteed number the client will be charged for the guaranteed number.

Please send completed catering forms to [antonio.muniz@norcollege.edu](mailto:antonio.muniz@norcollege.edu) and [foodservices@norcollege.edu](mailto:foodservices@norcollege.edu)

**STOP!! DID YOU ORDER TABLES FOR THE FOOD? PLEASE USE 25LIVE TO DO SO WHEN YOU RESERVE THE ROOM.**

Event Details					
Building & Room #	Set-up Style	Event Start Time	Event End Time	Food Set-Up	Food Clean-Up

### FOOD & SERVICE ITEMS

Food Services Item (use dropdown menu)	Item	Price	Quantity	Total
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Special Notes:

Subtotal		Prepared By:	
Tax		Date:	
Total			

For ASNC Charges: 710 000 0000 xxxxx xxxx

Account to receive income: Norco Food Services 32 E00 3200 0 0000 0770 8844

Thank you for letting us serve you. Bills are due and payable upon receipt of this invoice.

**Please Remit to Riverside Community College District.**

I have read the above contract and agree to the terms and conditions as well as any terms and conditions on any contract which I may sign.

Norco College Food Services 2001 Third Street, NORCO, CA 92860