

Student Center, 394 Lenox Rd, Room 2-20

Phone 718-270-2449, Fax 718-270-4461, DMC Mail Stop# 1214

Instructions: (1) Event Coordinator completes form which must include the payment method and its authorized signature, deliver or fax to Café 101. Café 101 will discuss event all event pricing with you in advance of your event. Call Café Mgr Ernest Sgaglione @ cell 347-683-3383 for any last minute urgencies or changes. (2) Once all details and price is agreed, Café 101 will return this form to you with the agreed upon pricing for event. (3) Event Coordinator or designee must complete last section Payment Authorization at the event.

Event Coordinator's Name: _____ Title: _____

Department Name: _____ Fax Number: _____

Phone #: _____ Alt Phone# (cell phone, etc.) _____ DMC MailStop#: _____

Event Description: _____ Number of People*: _____

Date of Event: _____ Start Time: _____ End Time: _____
Day of Week Month Day Year

Location of Event: _____
Building Room #

Special Instructions: Catering [Package # from Catering Menu \(link\)](#), any specific food selections or instructions (attach any additional pages if needed)

X Event Coordinator's Signature: _____ Date: _____

Method of Payment: State Funds: 8 digit Account # _____ State PO#(required before event): _____

(check one) Research Foundation Account Title and #: _____
 Faculty Student Association (FSA), Inc.
 HSCB Foundation, Inc.
 Other (specify): _____

X Authorized Signature(s) for Above Pmt Method Acct: _____

Printed Name: _____ Telephone Ext: _____ DMC MailStop#: _____

This Section For CAFÉ 101 Completion Only. This is Your Catered Event Confirmation and will be returned to you by fax.
Agreed Price: \$ _____ per person, **or total event price:** \$ _____
Comments: _____
Café 101 Approval/Acceptance signature: _____ Date _____

To be completed upon delivery of catered items at the event - Payment Authorization:

*Actual # of Persons (Only if price is per person and higher than initial order):

Acceptance of Satisfactory Completion: _____ Date _____

Signature of Event Coordinator or designee at the event

Date