



## CATERING REQUEST FORM

The Theatre Centre wants to help you find the right catering fit for your event. If catering fits into your event vision, please fill out the following information to begin the dialogue. Catering not supplied through The Theatre Centre is subject to a 10% Landmark fee. We work with preferred caterer Parts & Labour Catering

Event Name & brief description: \_\_\_\_\_  
|  
\_\_\_\_\_

Company Name: \_\_\_\_\_ Event Date: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Event Time: \_\_\_\_\_

Phone Number: \_\_\_\_\_ # of Guests: \_\_\_\_\_

Email Address: \_\_\_\_\_ Budget: (*catering only*)  
\_\_\_\_\_

Catering Location:

Type of Service:(*select all that apply*)

- |                                       |   |                                 |
|---------------------------------------|---|---------------------------------|
| <input type="checkbox"/> Cafe         | <input type="checkbox"/> Open bar             | <input type="checkbox"/> Snacks |
| <input type="checkbox"/> Gallery      | <input type="checkbox"/> Coffee/Tea           | <input type="checkbox"/> Dinner |
| <input type="checkbox"/> Main Theatre | <input type="checkbox"/> Drink Tix            | <input type="checkbox"/> Other  |
| <input type="checkbox"/> Incubator    | <input type="checkbox"/> Breakfast _____      |                                 |
| <input type="checkbox"/> Other _____  | <input type="checkbox"/> Snacks/hors d'oeuvre |                                 |