

*Hamilton Township Food Service Department*

*Food Service Request Form*

Tony Fink, Food Service Supervisor

**Send completed form to: Food Service Dept. located in the B.O.E.**

**Please Give Two Weeks Notice –**  
**(allow extra time if requesting a customized menu)**

Today's Date: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Person Completing this Form: \_\_\_\_\_

Person Requesting Function/Event: \_\_\_\_\_

Name of Function/Event: \_\_\_\_\_

Location of Event: \_\_\_\_\_ Number of People: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

**Please specify what you would like based on the attached “Special Functions/Events Price List” (or) indicate if you are requesting a “Customized Menu”:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Please be aware, Federal Regulations now require Labor be included in pricing.**

**IMPORTANT:** Please specify where funds are being paid through (ie. Self, Community Ed., Student Activities, Budget via PO#, Other-specify): \_\_\_\_\_

**Your Signature:** \_\_\_\_\_

**Please Do Not Write Below this Line. For Food Service Use Only.**

**Date received:** \_\_\_\_\_ **Assigned to:** \_\_\_\_\_

**Food Service Supervisor's Signature:** \_\_\_\_\_

**Hamilton Township Food Service Department**  
**Special Functions / Events Price List - 2022-2023**

*All pricing is per person, delivered and includes all paper products, if needed.*

**Coffee / Tea Cart** ..... **\$1.00**

*Includes: Coffee, Tea, Sugars and Creamers*

**Coffee / Tea Cart and Water** ..... **\$1.50**

*Includes: Coffee, Tea, Sugars, Creamers and Bottles of Water*

**Light Breakfast Snacks** ..... **\$2.00**

*Includes: Muffins, Granola Bars, Bags of Salty Snacks and Cookies*

**Light Breakfast** ..... **\$4.50**

*Includes: Coffee, Tea, Sugars, Creamers, Water, Juice and Breakfast Sandwiches*

**Continental Breakfast** ..... **\$5.50**

*Includes, Coffee, Tea, Sugars, Creamers, Water, Danish (or) Muffins (or) Pastries, Bagels, Cream Cheese, Butter, Assorted Jelly, Yogurt and Seasonal Fresh Fruit*

**Hot Breakfast Buffet** ..... **\$10.50**

*Includes: Continental Breakfast, plus Scrambled Eggs, Bacon or Sausage*

**Light Afternoon Refreshments** ..... **\$1.50**

*Includes: Iced Teas, Soda and Bottles of Water*

**Light Afternoon Snacks** ..... **\$2.00**

*Includes: Granola Bars, Bags of Salty Snacks and Cookies*

**Sandwich/Wrap (or) Salad Platters** ..... **\$8.00**

*Includes Choice of: Turkey & Cheese, Ham & Cheese, Tuna Salad, Chicken Salad, (or) Chef Salad; with Condiments, Assorted Breads, Chips, Cookies and Beverages*

**Light Lunch (or) Dinner** ..... **\$5.00**

*Includes: One Entrée, Garden Salad with Dressing, Beverages and Cookies*

**Hot Dinner Buffet** ..... **\$12.00**

*Includes Choice of Two Hot Entrees: (Hot Roast Beef, Chicken Parmesan, Baked Ziti, Grilled Chicken, Eggplant Parmesan, Sausage and Peppers, or Meatballs), plus 1 Vegetable of your choice. Also includes Garden Salad (or) Caesar Salad with Dressing, Beverages and Dessert*