EXHIBIT F11

UTD Catering Contract / Authorization for Food Service

FUNCTION NUMBER _____ **REVISED:** 2/28/2000 Date Booked _____ ATTENDANT: _____

EVENT DATE: _____ **PERSON IN CHARGE:** _____

LOCATION: _____ **TELEPHONE:** _____ **FAX #:** _____

TIME: _____ **END** _____ **DEPT:** _____

ATTENDANCE: _____ China _____ **ACCOUNT:** _____

Style of Service _____ Disposable _____ **MS / Address** _____

Business Purpose of Events: _____

List names of attendees if less than 10; list name of group if 10 or more: _____

MENU -

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

TOTAL FOOD COST $ -

ALCOHOL SERVICE / PERSONNEL CHARGE

START _____ **END** _____

		Qty	Total
Bar Set Up Fee			
50 Ppl	$50		$ -
More than 50 Ppl			$ -
	Per Bottle	Qty	
Wine Service	$1		$ -
TOTAL COST ALCOHOL SERVICE			$ -
Bartender	$60		$ -
Personnel Chg	$45		$ -
TOTAL PERSONNEL CHARGE			$ -

TOTAL CHARGE SUMMARY

FOOD		$ -
DELIVERY CHARGE (5%) or $10.00 if total costs are less than $250.		$ 10.00
CHINA SERVICE ($1pp)	$ 1.00	$ -
LINENS		$ -
ALCOHOL SERVICE		$ -
SERVICE CHARGE (15%)		$ -
PERSONNEL CHARGE ($45/$60)		$ -
TAX, if applicable (8.25%)		$ -
COOKOUT Set Up Fee ($110)		$ -
RENTAL / FLORAL		$ -
TOTAL DUE		**$ 10.00**

LINENS

	Qty	Total
Tablecloths	$8	$ -
Skirting		
Regular	$17	$ -
TOTAL LINEN COST		**$ -**

Policies: A guarantee notice is required by 12 noon, 72 hours prior to the event. It is the responsibility of the person in charge to notify the Catering Office of the gaurantee number. The Guarantee is not subjected to reduction or cancellation after the allotted time. You will be charged for the guaranteed number of guests and any additional guests.

All customers without an on-campus account number will be required to make a 50% deposit at the time of booking the function, final balance due prior to the start of to the event. PLEASE NOTE THE TIME OF YOUR EVENT. IF THERE IS ANY SIGNIFICANT DEVIATION THERE WILL BE A $45 CHARGE FOR EACH HALF HOUR. Contact the Catering Office with any questions or changes you may like to make.

PLEASE READ, SIGN, AND RETURN THE CONTRACT TO THE CATERING OFFICE AS CONFIRMATION OF YOUR EVENT.

Dept Signature _____ **Date** _____

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