**RECEPTION & PARTY ORDER FORM**

<table>
<thead>
<tr>
<th>ORGANIZATION</th>
<th>CONTACT'S NAME</th>
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<tbody>
<tr>
<td>CAMPUS ADDRESS and EMAIL ADDRESS</td>
<td>CAMPUS PHONE NUMBER &amp; E-MAIL ADDRESS</td>
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<thead>
<tr>
<th>DATE OF REQUEST</th>
<th>TYPE OF EVENT</th>
<th>FUNCTION BOOKED BY</th>
<th>DATE RECEIVED</th>
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<tr>
<th>&quot;PICK UP&quot; or LOCATION OF FUNCTION</th>
<th>TIME</th>
<th>BOWDOIN ACCOUNT #</th>
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<tr>
<th>FROM:</th>
<th>TO:</th>
<th>KITCHEN HANDLING EVENT</th>
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<th>NO. GUARANTEED</th>
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**EVENT REQUIREMENTS AND ADDITIONAL CHARGES:**

*Board transfer/rebate events are limited to two per year*

- Service Staff ___ at $23.00/hour- 3 hour minimum
- Tablecloths: _____ at $7.00 each for linen OR _____ at $3.00 each for paper
- Delivery Fee ($25.00 - $65.00)

**APPETIZERS! (includes paper service)**

- The Veggie & Dip Platter (serves 20-25 guests) _____ at $22.00 per platter OR 1/2 Platter_______ at $13.00
  - A fresh mix of carrots, broccoli, cauliflower, peppers, etc. served with hummus and dip
- Hot Spinach Dip Toasted Pita Wedges (serves 10-12 guests)_____ at $20.00 per platter
- Cheddar Cheese Platter (serves 20 guests) _____ at $45.00 per platter
  - Sharp cheddar cheese wedge and grapes; served with two boxes of assorted crackers.
- Mozzarella Sticks served with Marinara_____ @ $9.95 dozen
- Chicken Fingers with Dipping Sauce _____@$10.50 dozen
- BBQ or Buffalo Chicken Wings w/Blue Cheese & Celery Sticks_____ @ $10.50 dozen

**BEVERAGES (includes paper service, 1 gallon serves 20; 1 liter serves 4)**

- Coffee:______ gallon(s) @ $25.00 per gallon (includes condiments)
- Hot Chocolate: _____ gallon(s) @ $12.00 per gallon
- Hot or Cold Maine Cider (Seasonal): _____ gallon(s) @ $12.00 per gallon
- Assorted Soft Drinks:______ 12 oz. cans @ $1.25 each
- Fruit Punch or Lemonade:_____ gallon(s) @ $5.00 per gallon
- Sparkling Cider:_____ 1 liter bottle(s) @ $6.00 each
- Ice Water @ $.25 per person
- Holiday Eggnog (Seasonal):______ gallon(s) @ $20.00 per gallon

**SEE BACK FOR SWEET TREATS AND DELI SANDWICHES**
PARTY SNACKS FOR A CROWD (includes paper service)

- Pretzel Twists(886904) (6 - 16 oz. bags): _____ @ $11.00 60 portions $ 
- Potato Chips(886188) (9 - 16 oz. Bags): _____ bags @ $27.00 75 portions $ 
- Tortilla Chips (Round-993039) (6 - 2 lb. Bags): _____ @ $23.00 100 portions $ 
- Pace Salsa(33869)-- medium (138 oz.): _____ @ $14.95 70 portions $ 

Retail pack snacks are available at the Bowdoin Express convenience store. Simply go and select the items you want and complete the charge sheet at the cashier counter. You must be pre-authorized to charge through the Res. Life or Student Activities Office. You must present your ID at time of purchase.

SWEET TREATS (includes paper service)

- Home Baked Cookies (3" cookies) ____ at $6.00 per dozen $ 
  *Baker's choice; may include chocolate chip, oatmeal, peanut butter, or an assortment of cookies*
- Cookie Toppings & Decorations: for 3 dozen (minimum) ____ at $9.00 $ 
  *Chocolate & vanilla frosting, colored sprinkles, chocolate chips, coconut, & cherries*
- Chewy Fudge Brownies (one dozen) _____ at $5.00 per dozen $ 
  *This one speaks for itself!*
- Homemade Muffins (baker's choice) ______ @ $6.00 per dozen $ 
- S'mores (serves 40) at $26.00  *(Don't forget to order a grill, we'll send skewers!)* $ 
  *Just like camping! A graham cracker, chocolate, and toasted marshmallow delight!*
- Ice Cream (three gallon tubs serve 40-45 guests) ____ at $32.00 per tub $ 
  *Choice of flavors: chocolate, vanilla, strawberry, chocolate chip, cookie dough, Oreo cookie.*
- Sundae Toppings _____ at $2.75 per person 
  Top it off with fudge sauce, strawberry topping, whipped cream, & cherries.
- Frost-Your-Own Cupcakes______ @ $6.95 per dozen (4 dozen minimum order) $ 
  Top it off with chocolate & vanilla frosting, colored sprinkles, chocolate chips, coconut, & cherries
- Bowdoin Log with Fudge Sauce & Toasted Almonds @ $3.75 ea.
- Assorted Mini Pastries ______ @ $5.00 per dozen $ 

PLATTERS (includes paper service)

- The Bowdoin Deluxe (serves 25-30 guests) _____ at $ 40.00 per platter $ 
  3/4 lb. each: sliced turkey breast, baked ham, roast beef, Swiss & provolone cheese. 
  Also includes 2 1/2 dozen assorted rolls, mustard, mayonnaise, plastic knives, and napkins.
- Petite Sandwich Roll Platter (36 finger rolls) _____ at $35.00 per platter $ 
  Traditional finger rolls stuffed with chicken, tuna, and egg salad.
- It's A Wrap! (Platter) (serves 25-30 guests) _____ at $37.00 per platter $ 
  3 wrap sandwich choices featuring chicken, brown rice & veggie, or Italian sub wrap.

EQUIPMENT CHARGE: Replacement cost if not returned within 36 hours. $ 

EVENT TOTAL (for office use only) $ 

DIRECTOR/DINING SERVICE
KITCHEN  SALAD  BAKESHOP  KEN  STEWARD  WAITSTAFF  PURCHASING  BUSINESS 
revised 07/19