

Bethlehem Area School District  
Dining Services Department  
Request for Services for Special Events

---

Dining Service Fax # (610) 807 - 5555

Date of Special Event \_\_\_\_\_ Event Start Time\_\_\_\_\_

Name of Event \_\_\_\_\_

Requisitioner or Contact \_\_\_\_\_

Place or Building \_\_\_\_\_

Room \_\_\_\_\_

(please be specific)

Number of Guests \_\_\_\_\_

Please list below a menu(s) and/or all food desired for your event  
Include any instructions, special needs or details we will need to know

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Method of Payment

Check: Yes \_\_\_\_\_ No \_\_\_\_\_ (if no you will need to supply an account number)

Account number \_\_\_\_-\_\_\_\_-\_\_\_\_-\_\_\_\_-\_\_\_\_-\_\_\_\_

Authorized Signature \_\_\_\_\_ Date: \_\_\_\_\_

Telephone # \_\_\_\_\_ Fax #: \_\_\_\_\_

Note: If paying by check please send payment to: Northeast M.S. c/o Dining Services  
1170 Fernwood St.  
Bethlehem, PA 18018

Superintendent's Approval (if required) \_\_\_\_\_ Date: \_\_\_\_\_

**Please Note**

In order to properly serve you and your guests we will need sufficient notice to ensure food items and staffing. We ask you to book your event at least 7 days in advance. The BASD Catering Guide details the guidelines for planning your event (page 3). If you have any questions please call the Dining Service Department at (610) 861 - 8135.

Total Cost \$ \_\_\_\_\_