

Northwood Presbyterian Church

Meal Event Request Form

Name of the Event _____ Date Booked _____

Event Coordinator _____ Phone # _____

Date of the Event: _____ Time: _____

Location: _____
(i.e. Fellowship Hall, Foyer, Sanctuary, Gym, Outdoors)

Estimated Total Attendance: _____
Adults _____ Children _____

Meal Type (check one below)

Breakfast _____ Continental Breakfast _____ Brunch _____
Lunch _____ Dinner _____ Desserts _____
Snacks _____ Other _____

Style of Service: Plated _____ Family Style _____ Buffet _____
Menu Concept: _____

Kitchen Krew will design or assist in designing actual menu. Kitchen Krew reserves right to approve all menus.

Decorations – Who is responsible? _____
Kitchen Krew can provide some centerpieces & décor. There may be costs involved.

Budget: _____

Who is responsible for cost? _____

Who is responsible for setting up the room?
(tables, chairs & food tables) _____

Who is responsible for cleaning and resetting the room?
(tables & chairs to normal set & vacuuming) _____

See Reverse Side for addition information

Please return completed form to Charlotte McQuown 727-669-2571 or
Michael Cromwell 727-799-6633

Kitchen Krew Services

The Kitchen Krew will advise or assist the Event Coordinator in the planning of the menu and the type of service needed for your event. The Kitchen Krew will purchase all necessary food and supplies required and provide the staff to prepare and serve the food. This does not include waiter/waitress service. We will also remove all serving equipment from dining area immediately after the meal. The Kitchen Krew **does not** stay until after the program to clean the dining area. We will clean all equipment used in preparing and serving the meal including the kitchen. We will empty and take out all trash available at the end of the meal. Any equipment (i.e. coffee urns, beverage pitchers etc.) requested to stay till after the program will be the responsibility of the Event Coordinator to have cleaned and put away as well as the removal of any trash which the Kitchen Krew is unable to remove due to the program.

Definitions

End of the Meal – after the meal has been served and eaten and BEFORE any program begins.

Coordinator – person planning and responsible for the event.

Setting the Room - setting up and arranging tables and chairs for your event. In some cases the Facility Manager may do this if provided a diagram with placement of tables and chairs. Inquire with the Facility Manager prior to the event to see if this service is available.

Cleaning the room –picking up any trash and vacuuming the dining area and taking out any trash left in the room after any program. This also includes cleaning any serving equipment kept in the dining area until after your program.

Resetting the room – placing the tables and chairs back to original setting for next day's event. In some cases the Facility Manager will do this the next day. Inquire with the Facility Manager prior to the event to see if this option is available. Kitchen Krew does not reset the room.

Menu Concept – food and beverages to be served and what you may be trying to accomplish with the meal. (Fund raiser, casual service, potluck, flow of people over a period of time, etc.)