



Highlands Food Service Department Request Form

Are you requesting Catering or equipment usage (complete left column for catering, right column for equipment)

☐ **Catering**

Organization: _____

Contact information of person requesting
catering event (name and email):

Event Title: _____

Contact responsible for payment of event:

Number of people for event: _____

Total Budget Amount: _____

Building of event set up:

- ☐ HECC ☐ HES
☐ MS ☐ HS
☐ Community Center

Location of event (room number, library etc.)

Time and date of event:

Do you need the following (please check if YES)

Table covers ☐ Décor ☐

Notes: _____

☐ **Equipment**

Organization: _____

Contact information of person requesting
equipment usage (name and email):

Event Title: _____

Location of event set up:

Time and date of event:

Equipment request for usage (please check all
that apply)

- ☐ Ice ☐ Drink Bins/Beverage
Containers
☐ Pots/Pans ☐ Grill

Equipment that is in need but may not be listed:

Please email completed form to swaffensmith@goldenrams.com

The FSD will contact the listed individual to coordinate details regarding your request. Thank you for using Highlands Food Service Department.