



CULINARY ARTS INQUIRY FOR REQUEST FORM

*By filling out this form you are submitting a request. This does not guarantee your event request has been approved. Your request will be reviewed by our culinary team and responded to within 5 business days. If we can accommodate your request, the culinary team will finalize the details of your event with you. All inquiry forms should be submitted to the culinary team at **tarnt@westerncenter.org***

Today's Date: _____ Contact Person: _____

Organization Name: _____ Phone: _____

Address: _____ Email: _____

Requested Date & Start Time of Event: _____

Number of People for Event: _____

Brief explanation of request: (examples: cookie tray, brunch buffet, High Tea, etc.) _____

I understand that students perform the service(s) requested. I accept full responsibility and hereby release WMCTC, its personnel and students from any and all liability.

Customer: _____ Date: _____

Instructor Approval: _____ Date: _____

Admin. Dir. Approval: _____ Date: _____

By signing this form, I agree to the terms and conditions on the reverse side.

Business Office Only

Deposit Received Date: _____ Amount: \$ _____ Check # _____

Invoice Number: _____ Additional Information: _____

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TERMS & CONDITIONS

1. Acceptance of inquiry requests are made based upon educational value, time restrictions, market conditions and labor availability.
2. Inquiry requests must be made by the person requesting the service and must be submitted to the Culinary Arts Department a minimum of 2 weeks in advance. All requests must be made by completing this form in detail and must be approved by the instructor and administrative director.
3. **Final headcount is required to Culinary Arts one week in advance for all functions.** If a final headcount is not given, the amount on the invoice will reflect the original number of people scheduled for the event. If the number of attendees exceeds the final headcount, the invoice will reflect the additional number of people.
4. Customer cancellations must be made in writing to TArnt@WesternCenter.org and given at least one week in advance of event date. Failure to do so will forfeit your deposit.
5. All approved functions require a 50% deposit to reserve the date.
6. WMCTC reserves the right to cancel any function/service request, for any reason, without any liability and/or financial responsibility. Notification of cancellation will be made via FAX, U.S. Mail, E-mail or Telephone. All deposit monies will be refunded, if canceled by WMCTC personnel.