

# Cornerstone Assistance Network - Food Services Order Form



3500 Noble Avenue  
Fort Worth, TX 76111

Company Name \_\_\_\_\_  
Street \_\_\_\_\_  
City, State \_\_\_\_\_  
Zip \_\_\_\_\_

Event Date:	
Room/s Requested:	
Community Board Room	Training Computer Lab

<b>Primary Contact</b>	<b>Secondary Contact:</b>
<b>Phone:</b>	<b>Phone:</b>
<b>Email:</b>	<b>Email:</b>

**Please complete the following for Food Services from Cornerstone Creation Café**

If you will be bringing in food from other sources, please complete and return the **Outside Food Information Form**

Event Date	Time	Room	Event	Guaranteed #	Attendance #

You will be invoiced for either Guaranteed or Actual Attendance, whichever is greater.

<b>Menu</b>
<p>Entrée: Sides:</p> <p>Salad: Dessert: Assorted (Chef's Choice) Please contact our offices for other options; additional Food Services charges may apply.)</p>
<b>Beverage</b>
<p>Iced Tea (Sweet and Unsweet) Coffee (Regular and Decaf) Iced Water Other (Please contact our offices to discuss; additional Food Services charges may apply.)</p>

<b>Availability Checked:</b>	
<b>Contract Received:</b>	
<b>Menu Approved:</b>	
<b>Security Fee:</b>	
<b>Deposit Amount:</b>	
<b>Received:</b>	
<b>Balance Due:</b>	
<b>Received:</b>	
<p>Current menus and pricing provided upon request. Contact Denise at 817-632-6010 or <a href="mailto:dcrawford@canetwork.org">dcrawford@canetwork.org</a>. Food Services must be requested at least 2 weeks prior to the event and will be invoiced upon contract approval. A 50% deposit is due upon receipt of invoice; full payment is due at the start of your event. Payment by check, cash, or credit card (Master Card, Visa, or American Express) will be accepted. A 3% service fee will be added to all credit card transactions. A \$25 service fee will be charged for returned checks. Deposits for Food Services cancelled at least 72 hours prior to the scheduled start of the event will be returned (minus the 3% service fee for credit card transactions.) Cancellations with 72 hours of event start time will forfeit deposit.</p>	
<b>Billing Info</b>	<b>Invoice should be sent to:</b>

The above-referenced organization agrees to pay all charges associated with this event, as well as any damage or cleaning fees assessed post-event, as outlined in the Facility Rental Contract.

Event Representative Signature	Print Name	Date
Cornerstone Approval	Kay Doyle	Date