Special Event Catering Form

Event Date: __________________________  Client Name: __________________________
Facility Start Time: __________________  Facility End Time: __________________

Contact Information

Catering Company: ____________________  Contact: ____________________________
Address: ______________________________  City: __________  State: ___  Zip: __________
Phone: ________________________________  Email: ____________________________

Day of the Event

Main contact (present at the event): ____________________  Number of staff during the event: ______
Estimated arrival time: ____________________  Estimated departure time: ____________

Please provide a detailed description of how you will utilize our kitchen facilities for the event (including our
ekitchen equipment you plan on using): ____________________________________________
______________________________________________________________________________
______________________________________________________________________________
Additional equipment you will bring for the event (BBQs, chafing dishes, flatware, deep fryers, etc.): __________
______________________________________________________________________________

Kitchen Use Agreement

Please read the following:

• I understand that we will be allowed in the facility and required to vacate the facility at the times agreed
upon by our client’s contract
• I understand that we are responsible for leaving all kitchen equipment and countertops clean and in the
condition they were before the event.
• I understand that OASIS Senior Center only provides the appliances/equipment located in the kitchen. My
staff will only use appliances they are familiar operating and cleaning properly

X______________________________________  X__________________________
Signature of Main Catering Contact  Date

Return form to: OASIS Senior Center
By Mail: 801 Narcissus Avenue Corona del Mar, CA. 92625
By Fax: (949) 640-7364