




NYC SEMINAR AND  
CONFERENCE CENTER

# Catering Order Forms

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71 West 23rd Street, Suite 515  
New York, NY 10010  
Phone: (800) 326-5494  
Fax: (646) 514-6783  
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[www.nycseminarcenter.com](http://www.nycseminarcenter.com)

## CATERING ORDER FORM INSTRUCTIONS



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**CATERING ORDER FORM - COMPLETE AND FAX TO (646) 514-6783**

Client Name: \_\_\_\_\_ Catering Contact: \_\_\_\_\_

Event Date(s): \_\_\_\_\_ **A** Phone Number(s): \_\_\_\_\_

Event Name: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Total Headcount: \_\_\_\_\_ **B** a.m.  
Indicate Serving Time: \_\_\_\_\_ p.m.

ITEM	DESCRIPTION	PRICE	UNITS	QTY
Soda (fixed)	Assorted 12oz. can sodas	\$1.50	can	
Poland Spring Water (fixed)	Bottled water in .5 liter size	\$1.25	bottle	
Soda (consumption)	Assorted 12oz. can sodas, refreshed as Needed.	\$1.50	can	
Poland Spring Water (consumption)	Bottled water in .5 liter size, refreshed as needed.	\$1.25	bottle	
Apple Juice	Delicious apple juice	\$11.00	urn	
Orange Juice	Great thirst quenching orange juice	\$11.00	urn	
Grape Juice	Delicious grape juice	\$11.00	urn	
Grapefruit Juice	Great thirst quenching grapefruit juice	\$11.00	urn	
Orange Peach Mango Juice	Great tasting orange peach mango juice	\$11.00	urn	
Cranberry Juice	Mouthwatering cranberry juice	\$11.00	urn	
Starbucks Coffee - Reg	In-room Starbucks coffee service for 10-12 people per container.	\$27.50	container	
Starbucks Coffee - Decaf	In-room Starbucks coffee service for 10-12 people per container.	\$27.50	container	
Coffee Service - Reg	In-room coffee service for 10-12 people. Includes bottomless refills.	\$22.00	container	
Coffee Service - Decaf	In-room coffee service for 10-12 people. Includes bottomless refills.	\$22.00	container	
Choose any four juices on this menu, or from the following: Vintage Concord Grape, Peach, Cranberry-Kiwi, Guava, Mango, Medley Fruit, Papaya, Pear, Pineapple, and Litchi. Includes unlimited refills. Minimum 10 people. Write in:				
Juice Bar Group Special	1) _____ 2) _____ <b>C</b>		6.75	person
	3) _____ 4) _____			

If items are unavailable, supplier substitution may be made without notice. A 20% cleanup fee will be added to all catering. Prices subject to change.

**PAYMENT INFORMATION:**

Card Number: \_\_\_\_\_ Expiration: \_\_\_\_\_ **D**  MasterCard

Card Holder Name: \_\_\_\_\_ ZIP: \_\_\_\_\_  Visa

Signature (Required) \_\_\_\_\_  American Express

Discover

**A. Name, event dates, and contact information**

**B. Desired serving time and total person headcount**

**C. Item selection area**

**D. Credit card information**

1. Using your web browser, go to <http://www.nycseminarcenter.com/forms/> to access all catering forms.
2. Download and save the catering form file as a Adobe PDF file. Print out the file you saved. To print the .PDF file, open it using Adobe Reader and go to "File -> Print".
3. Completely fill out parts A, B, C and D. Always fill out part B with a total headcount so we know how many we can expect to serve.
4. Fax your order to NYC Seminar and Conference Center at (646) 514-6783. Be sure to indicate the number of pages you are faxing over on the catering order form fax cover sheet.

**Fax To: (646) 514-6783**

**Please help us avoid delays by providing all information with your order. Thank you.**

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Client Name: \_\_\_\_\_

Catering Contact: \_\_\_\_\_

Event Date(s): \_\_\_\_\_

Phone Numer(s): \_\_\_\_\_

Event Name: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**Catering Order Form Fax Cover Sheet**

**Catering Form**

**Select (✓)**

Check off the pages you are faxing over

- |     |  |       |
|-----|--|-------|
| 1.  | Breakfast - The Lighter Side                     | _____ |
| 2.  | Breakfast Platters and Bread Board Special Combo | _____ |
| 3.  | Breakfast Beverages                              | _____ |
| 4.  | Lunch and Dinner Choices                         | _____ |
| 5.  | Entrées - Side & Salads                          | _____ |
| 6.  | Italian Buffet                                   | _____ |
| 7.  | Box Lunches                                      | _____ |
| 8.  | Lunch and Dinner Beverages                       | _____ |
| 9.  | Snacks   | _____ |
| 10. | Side Dishes                                      | _____ |

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