



Monday

Event Number:

FALL 26

Event Name	# of Guests	Payment Method	Event Date
		-Select-	9/21/2026
Catering Contact Person	Manager approver	Telephone Number	Requisition # required for final booking

Please note: All orders and Minimum guaranteed attendance must be received within 72 hours of event.

If attendance falls below the guaranteed number the client will be charged for the guaranteed number.

Please send completed catering forms to antonio.muniz@rcc.edu and aracely.mendoza@rcc.edu

STOP!! DID YOU ORDER TABLES FOR THE FOOD? PLEASE USE 25LIVE TO DO SO WHEN YOU RESERVE THE ROOM.

Event Details					
Building & Room #	Set-up Style	Event Start Time	Event End Time	Food Set-Up	Food Clean-Up
	-Select-				

FOOD & SERVICE ITEMS				
Food Services Item (use dropdown menu)	Item	Price	Quantity	Total
-Select-				\$ 0.00
-Select-				\$ 0.00
-Select-				\$ 0.00
-Select-				\$ 0.00
-Select-				\$ 0.00
-Select-				\$ 0.00
-Select-				\$ 0.00
-Select-				\$ 0.00

Special Notes:

GALAXY BUDGET STRING-

Subtotal	\$ 0.00		
Tax	\$ 0.00	Prepared By:	
Total	\$ 0.00	Date:	

For ASRCC Charges: 710 000 00000 xxxxx xxxx

Account to receive income: Riverside Food Services 32 D00 3200 0 0000 0770 8844

Thank you for letting us serve you. Bills are due and payable upon receipt of this invoice.

Please Remit to Riverside Community College District.

I have read the above contract and agree to the terms and conditions as well as any terms and conditions on any contract which I may sign.

Riverside City College, 4800 Magnolia Ave., Riverside, CA 92506