



**Knights of
Columbus®**

Fr. Dick Allen Council #10926
New Lenox

FOOD & BEVERAGE REQUEST FORM

The Knights of Columbus can provide food and beverage service to organizations that wish to use the parish facilities. We are able to do this by virtue of obtaining the necessary licenses, permits, etc. and complying with rules and regulations regarding the processing and serving of food and dispensing of beverages, including alcohol. We are grateful that we can provide this service, however there are several important items to consider regarding the event.

* Name of the host organization: _____

* Name of the contact person(s): _____

Phone # _____ E-mail _____

* Date: _____ Time: _____

* Expected number attending: _____

* Extent of Services requested (full/partial meal, snacks, drinks including alcohol)

Food service: **Yes** or **No** If Yes, what type (full meal, snacks/appetizers):

Hot/Cold beverages: **Yes** or **No**

Alcohol: **Yes** or **No**

This form is not intended to cover the details of the event but **ONLY** to inform our organizations of the scheduling of an event and request to provide services. Once the form is returned to the Parish Office, we will contact you to confirm services and discuss details of the event.

REQUESTS FOR FOOD SERVICES need to be made 2 months prior to an event.

REQUESTS FOR ALCOHOL need to be made 1 month prior to an event.

****SERVICES WILL NOT BE GUARANTEED IF REQUESTS ARE MADE AFTER THIS TIME****