

RED ROCKS COMMUNITY COLLEGE

FOOD SERVICES –EXTERNAL CATERING REQUEST

**Email to [catering@rrcc.edu](mailto:catering@rrcc.edu)**  
72-business hour notice minimum.

ORDERING INFORMATION      Lakewood  Arvada       Date of Event: \_\_\_\_\_

Name: \_\_\_\_\_ Contact: Person \_\_\_\_\_ Set-up Time: \_\_\_\_\_

Email: \_\_\_\_\_ Room #: \_\_\_\_\_

Name of group: \_\_\_\_\_ Clean up time: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Number of Guests: \_\_\_\_\_

Phone number: \_\_\_\_\_ Adress: \_\_\_\_\_

Tax-exempt purchase. : Yes  No  *If yes email copy of the exempt certificate with request.*

Taxable purchase. Yes  No

Catering order: The menu is available on the [food services webpage](#).

CATERING ORDER: The menu is available at [www.rrcc.edu](http://www.rrcc.edu) Under Food Services, catering.

Beverages: Please mark all that apply. If only ordering beverages, please indicate amount desired.

___ Coffee _____	___ Decaf Coffee _____	___ Hot Tea _____
___ Orange Juice _____	___ Bottled Water _____	___ Bottled Soda _____
___ Lemonade _____	___ Fruit Punch _____	___ Iced Tea _____
___ Hot Chocolate _____	___ Hot Cider _____	___ Water _____

Menu Items:

**\*Be sure to submit a work order for room set up to Facilities.**