

Request for Service Form

Thank you for inquiring about Catering by Restaurant Associates at the U. S. Senate. We are a personalized catering company uniquely qualified to handle all your catering needs at the US Senate and SVC. We are happy to assist you in designing an event to fit your specific needs.

CONTACT INFORMATION

Name: _____

Company/Organization: _____

Phone Number: Office _____ Cellular _____

Email: _____

EVENT INFORMATION

Sponsoring Senator: _____

Event Day and Date: _____

Event Start Time: _____ Event End Time: _____

Event Location: _____

Number of Guests: _____

Type of Event: _____

Room Set Up* _____

***Please note, all room set up request must go through your sponsoring Senator's Office. This is for catering planning purposes only.**

Disposable _____ China _____

Items Requested: _____

Beverage Selection:

Payment Method: _____

You may submit your request by email, fax or by phone.

Phone Number: 202.224.2363

Fax Number: 202.224.1900

Email: kosborn@restaurantassociates.com

lzajac@restaurantassociates.com

Important: Do not consider your request confirmed until you have received a contract from a Restaurant Associates event planner. Payment in full is required 2 business days prior to the day your event. Credit Cards will be charged the morning of the event.

202-224-2363 Catering Sales

202-224-1900 Catering Fax