

Auxiliary Services  
Texas State University  
J.C. Kellam Building, Room 589  
601 University Drive  
San Marcos, TX 78666-4684

**NOTIFICATION OF CATERED EVENT**

Caterer's Name and Phone:

\_\_\_\_\_

Event \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_

Location \_\_\_\_\_

Service        ( ) Breakfast ( ) Lunch ( ) Dinner ( ) Reception

Texas State University – Department, Contact Person and Phone:

\_\_\_\_\_

Per section 12.02 of the License for Catering Services, "The Contractor agrees to pay the University 12.75% in all university facilities of its gross receipts from persons or entities sponsoring events in the University's facilities." **This payment is due no later than thirty (30) days after the date of the event.**

A copy of the contractor's invoice must be submitted to Auxiliary Services with payment of commission. Failure to provide a written receipt and payment within thirty (30) days of event could result in the termination of your catering agreement.

\_\_\_\_\_  
Contractor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director of Auxiliary Services

\_\_\_\_\_  
Date