



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 Support 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

Program Director of Support Services

Date

SUPPORT SERVICES DIVISION OF STUDENT SUCCESS

LBJSC 203 | 601 University Drive | San Marcos, Texas 78666-4684 | Phone 512.245.2297 |

www.studentsuccess.txst.edu/supportservices.html

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