



ATTACHMENT 3 JCC Catering Menu Order Form

Please e-mail completed form to conferencecenter@jud.ca.gov

To expedite your order, please note the following:

- To be eligible for group meals, the majority of participants (excluding Judicial Council staff) must travel 25 or more miles to the meeting location.
- A signed Business-Related Meal form **must** be submitted with (or prior to) menu selection.
- A meeting agenda and list of attendees, including titles, affiliations and addresses, must accompany the order form.
- The catering order will **not** be placed until all of the necessary documents have been received.

Name of meeting: _____	
Staff coordinator: _____	Extension: _____
Date of meeting: _____	Time of meeting: from: _____ to: _____
Number of attendees: _____	Location of meeting: _____

Fill out the item and quantity of your order from the Peninsula Catering and Events Corporate Menu or from the Package Menu Options as well as delivery time:

Please note: There is a minimum of 30 minutes window for the desired delivery time for all orders (e.g. a meal that is scheduled to start at noon should have a suggested delivery window of 11:00 to 11:30 delivery). Prices do not include sales taxes, paper products fee or delivery fees. Minimum order of \$300 per delivery.

Breakfast (Start time of 8:30 a.m. or earlier)	Delivery Time: _____
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Coffee Break (Start time of 10:00 a.m. or earlier) (No substitutions. <i>Coffee and Tea service only.</i>)	Delivery Time: _____
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Lunch	Delivery Time: _____
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Notes: _____