

FOOD REQUEST PROCESS

The following is a brief outline on how to book an on-campus event where food is requested.

**THE BOARD OF HEALTH MANDATES THAT NO OUTSIDE PREPARED FOOD
BE BROUGHT IN FOR PUBLIC CONSUMPTION**

It is the policy of Mount Wachusett Community College that the Green Street Café is the exclusive provider of food items, and catering services on the Gardner campus.

**PLEASE OBTAIN APPROVAL FROM THE GREEN STREET CAFÉ PRIOR
TO PURCHASING NON PERISHABLE FOOD OR BEVERAGES ELSEWHERE.
(978)- 630-9542**

BOOKING

ON CAMPUS:

- 1 Contact Sarah Bolden, in Facilities, @ ext. 145 or sbolden1@mwcc.mass.edu to book a room reservation at least 15 working days prior to the event.
- 2 The Green Street Café requires a minimum of a 10 day notice. *Large scaled events require more lead time.*
- 3 Complete the **Facilities Reservation Form**. *Attach a diagram if you are requesting a special set-up.*
- 4 Access the menu, catering guide, and **Food Request Form** on **iConnect** via the **Green Street Café** link or by emailing catering@mwcc.mass.edu. Complete the form using the menu guide.
- 5 To secure your event date and time: email your completed Food Request Form, to catering@mwcc.mass.edu. An email confirmation will be sent within 24 hours of your submission. *Please call ext. 542 if you do not receive confirmation.*
- 6 See all signatures required located at the bottom of the Food Order Form. All internal Food Orders require the signature of the Cost Center Head or Grant Director in addition to the signature of the VP of Finance & Administration.
- 7 Forward all signed copies of Food orders to Kyle LeGrand via interoffice or email.

OFF CAMPUS:

- 1 Contact Sarah Bolden, in Facilities @ 978-630-9145 or sbolden1@mwcc.mass.edu to book room reservations.
- 2 Complete the **Facilities Reservation Form**. *Attach a diagram if you are requesting a special set-up.*
- 3 Contact the Green Street Café @ 978-630-9542 to request an e-Catering Menu and Food Request form or food request form and catering guide is available on iConnect.
- 4 Complete and return the **Food Request Form** via email to catering@mwcc.mass.edu. A confirmation email will follow within 24 hours. *Please call ext. 542 if you do not receive confirmation.*
- 5 Please be sure to complete the billing address section.

The Green Street Café requires a 10 day minimum for all catered events. Additional fees may be assessed for rush orders.

Please contact us, or refer to the Catering Guide inside the Catering Menu for more detailed information.