

BBQ REQUEST FORM

Complete and return to Senior Resident Fellow

Student making request: _____ Date of BBQ: _____

Today's Date: _____

Please arrange for the catering as detailed below:

College (please circle)

Steele Rudd

Concannon

McGregor

Block: _____

People responsible for conduct of occasion: Name: _____ Signature: _____

(at least two block members) Name: _____ Signature: _____

People responsible for cleaning up: Name: _____ Signature: _____

(at least two block members) Name: _____ Signature: _____

Starting Time: _____ Finishing Time: _____ No. of persons: _____

Resident Fellow on Duty: _____

Details of food items/BBQ

<ul style="list-style-type: none"> • BBQ utensils (must be cleaned and returned to the kitchen the next day) • 1 x Steak p/person • 2 x Sausages p/person • Bread/Bread rolls • Various Salad Items 	<ul style="list-style-type: none"> • Sauce • Plastic Cups, Cutlery, Plates, Napkins • Juice • Dessert 	<ul style="list-style-type: none"> • Please advise of vegetarian or other dietary requirements. <p>_____</p> <p>_____</p>
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1. Submit this form to the Senior Resident Fellow for approval, along with a **\$10.00 deposit**. This should be done by Monday evening of the week in which the BBQ is required.
2. You will receive a copy of this form if the BBQ is approved.
3. Note the procedures for obtaining the BBQ and BBQ pack for each college below.
4. Request Cleaning equipment form the kitchen staff

McGregor College	Steele Rudd College	Concannon College
<ol style="list-style-type: none"> 1. Collect the BBQ from the kitchen prior to 4pm on Friday 2. Collect the BBQ pack from the college kitchen between 5.00pm – 6.30pm on the day of the BBQ (if lunch time BBQ then between 11.30 – 1pm) 3. Return the cleaned utensils to the kitchen the following day. Return the cleaned BBQ to the kitchen on Monday. 	<ol style="list-style-type: none"> 1. Collect the BBQ and BBQ pack from the kitchen between 5.00pm – 6.30pm on the day of the BBQ (If lunch time BBQ then between 11.30 – 1pm) 2. Return the cleaned BBQ and utensils to the kitchen the following day 	<ol style="list-style-type: none"> 1. Collect the BBQ and BBQ pack from the kitchen between 5.00pm – 6.30pm on the day of the BBQ (If lunch time BBQ then between 11.30 – 1pm) 2. Return the cleaned BBQ and utensils to the kitchen the following day

Note:

1. BBQ's are normally only approved on a Friday or Saturday night or a weekend lunch
2. Generally only two blocks can have a BBQ at the same time, so if the demand for a BBQ is heavy then consideration will be given to the blocks which had their forms in first and the number of BBQ's a block has had to date.
3. If a block does not return the cleaned BBQ and utensils promptly then they may not be allowed another BBQ and will lose their deposit.
4. Please **DO NOT** disconnect the gas regulator hose from the BBQ. Only connect/disconnect this hose at the gas bottle.

Office Use Only

Senior Resident Fellows Recommendation: _____

Date Catering Manager notified: _____

Associate Director's approval: _____

Copy to: Chef/Manager, SRF, RF on duty, Person 1, Person 2 Person 3 Person 4 Responsible, Security