

INSTRUCTIONS FOR BANQUETS HELD AT LFHS

- STEP ONE:** Contact Jill Murphy at jmurphy@lfschools.net to reserve space.
- STEP TWO:** Fill out Building Usage Form and attach Floor Plan for room layout (if desired).
- STEP THREE:** To request services (staff and materials) from the cafeteria contact Daralee Larsen, (847) 582-7771 to confirm staff times and materials.

For your convenience, the following items may be purchased from the cafeteria:

Styrofoam plates, 6", 9" or 10"	\$.05 each
Heavy foam plates	\$.10
Heavyweight plastic forks or knives	\$.05
Salad Bowls	\$.05
Cold Cups	\$.04
Blue Placemats	\$.08
Gold "Scott" Napkins	\$.10
Yellow or Blue table covers	\$1.50 per table
Lemonade (2 gallon minimum- Approx 16 cups per gallon)	\$2.75 per gallon
Coffee includes cups, Cream & sugar (12 cup min.)	\$.30
Ice water is available at all times – no charge	

Labor is available Monday – Saturday at \$17.37 per hour (three hour minimum). Sunday charge is \$20.67 per hour (three hour minimum). If you are utilizing any kitchen items or equipment, a Cafeteria staff employee is required.

BILLING:

The Bill will be mailed to the contact person on the "Building Usage" form unless otherwise instructed. Please mail payment back to the school to the attention of Trudy Bettiker or Daralee Larsen.

IF ANY CHANGES ARE MADE ON THE BUILDING USAGE FORM, PLEASE NOTIFY THE KITCHEN IMMEDIATELY.