

Auxiliary Services
Texas State University
LBJ Student Center 3-2.50
601 University Drive
San Marcos, TX 78666-4684

NOTIFICATION OF CATERED EVENT

Caterer's Name and Phone:

Event _____

Date _____ Time _____

Location _____

Service () Breakfast () Lunch () Dinner () Reception

Texas State University-San Marcos – 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 Auxiliary 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

Director of Auxiliary Services

Date