



THE SENECA NATION OF INDIANS

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Regular & Special Council Dinner Request

Requested By: _____

Organization Name: _____

Organization Address (mailing): _____

Phone Number: _____ Email: _____

Invoker (if organization is providing one): _____

Organization Requirements:

- Two lunch menu options must be provided at least two weeks prior to the Council Session. Lunch must be served in take-out containers.
- Regular Session Morning Refreshments must be individually packaged and set out by 8:30a.m. (Organization will be allowed to enter the facilities at 8:00 a.m.)
- Organization will be responsible for cleaning the facilities utilized including kitchen/dining area, sweeping, mopping, and taking out the garbage.
- Organization will need to provide an invoice after the Council Session. Invoice must include the following information: Organization Name, Payable to, Address, and date of Council Session served.

Fee Schedule:

Regular Session (serving 80 people)	\$ 800.00 - Lunch \$ 100.00 – Morning Refreshments
Special Session (serving 40 people)	\$ 400.00 - Lunch

SIGNING THIS DOCUMENT SIGNIFIES THAT YOU HAVE READ AND AGREE TO THE ORGANIZATION REQUIREMENTS TO SERVE COUNCIL

Signature: _____ Date: _____

Office Use Only:

Date Received: _____ Staff Initials: _____

Approved for: Regular / Special on _____

Menu: _____

Invoice _____