

Hello,

Thank you for your interest in dining with NC State Dining during the Science Olympiad Tournament. My name is Jennifer Gerald and I am the Administrative Assistant in charge of reservations for Fountain Dining Hall at NC State University. Fountain Dining Hall is located on the West Campus at 2520 Sullivan Drive and is the largest of the all-you-care-to-eat dining halls on campus serving breakfast, lunch and dinner. Fountain Dining Hall's operating hours and menu pricing are as follows:

Hours of Operation

7:00 am-10:29 am Breakfast

10:30 am - 1:29 pm Lunch

1:30 pm - 4:29 pm Fast Lunch

4:30 pm - 9:00 pm Dinner

Menu Pricing

Breakfast \$10.00

Lunch \$13.00

Fast Lunch \$13.00

Dinner \$13.50

(plus 8.25% tax)

At Fountain Dining Hall guests can choose from an extensive selection of daily entrees and sides, plus a salad bar, pizza/pasta station, hot grill station, fresh fruit and yogurt bar, and a dessert bar featuring Howling Cow Ice Cream. For more information about Fountain Dining Hall's menu options, including our location's allergen information, please visit our website at <https://dining.ncsu.edu/location/fountain/>.

The forms of payment we accept directly at the dining hall are Credit Cards, NCSU Meal Plans, NCSU Conference Cards, and Invoicing/Direct Billing (Please note that we are a cashless operation and invoices are issued after the event; we cannot accept prepayment). More information regarding payment options are as follows:

- To be Invoiced after the event, complete the attached form and return it to me via email. You will only need to fill out the information above the dotted line prior to arrival. On the day of your visit the cashier will do a final headcount and a representative from your group will sign the portion of the form below the dotted line confirming the final headcount for billing. Once the form is signed I will send it to our accounting department who will issue the invoice to the accounting representative listed on the form for payment remittal (accounting does accept checks as a form of payment and W9's are available upon request).
- To pay with NCSU Conference Cards contact NCSU Conference Services at 919-515-4398.
- To pay with a Credit Card or NCSU Meal Plan, have the card with you on arrival (no additional payment information is needed prior to arrival). If the credit card is tax exempt please let the cashier know before entering your card into the card reader so they can remove the taxes from the transaction.

When you are ready to book your reservation with Fountain Dining Hall please fill out the following information and remit the completed form to Jennifer Gerald at jlsteve3@ncsu.edu. If you have any questions please feel free to reach out via email or phone.

Sincerely,

Jennifer Gerald
Administrative Associate
Fountain Dining Hall
(919) 515-8493
jlsteve3@ncsu.edu

RESERVATION REQUEST WITH FOUNTAIN DINING HALL

SCHOOL/ORGANIZATION _____

CONTACT PERSON _____

EMAIL _____

PHONE NUMBER _____

DATE OF VISIT _____

NUMBER OF PEOPLE (maximum number expected) _____

TIME OF ARRIVAL _____

PREFERRED METHOD OF PAYMENT	
Credit Card	
Invoice (fill out Direct Billing form below)	
Conf. Cards	

NOTES: _____

Direct Billing Form

Date of Visit: _____

Meal of Visit: _____

Time of Visit: _____

Estimated Number of Patrons: _____

Organization Name: _____

Organization Address: _____

Organization Accounting Contact Name: _____

Organization Accounting Contact Phone Number: _____

Organization Accounting Contact Email Address: _____

OUC (if applicable): _____

Project ID # (if applicable): _____

Tax Exempt # (if applicable): _____

Number of Patrons (Final Count): _____

Signature: _____

Organization Representative

Date: _____

Signature: _____

Dining Hall Management

Date: _____