



Phase IV Meeting Rooms Catering Requirements Form

Please give a minimum of 5 working days notice for all bookings and where required, complete a purchase order in advance for every date booked.

BOOKING REFERENCE

Invoicing details : Company Name

Address

.....

.....

Contact Name

Telephone Noext.....

Date of meeting :

No of visitors attending the meeting :

Please indicate which meeting room you have booked (please tick):

East West Large Small

Beverages

Number required (e.g. 1 flask/2 jugs etc)

	Time required	Coffee flask of 8 cups @ £4.00	Tea flask of 6 cups @ £3.00	Juice per jug @ £2.00	Water per bottle @ £1.25	Biscuits per person @ 25p
On arrival						
Mid-morning						
With Buffet Lunch *						
Afternoon						

Lunch Please indicate what time you would like to break for lunch (insert time)

We offer two choices for lunch; please indicate below which option you require.

1. **Buffet Lunch** (please tick) ... number required for buffet (insert number)

We offer a cold buffet lunch to be served in your meeting room at £5.95 per person.

NB: *This cost does not include drinks; please indicate required lunchtime drinks in the table above.

Please advise of any special dietary requirements (vegetarian option etc)

OR

2. **Lunch in 'Lily's Lunchbox'** (please tick) ... number eating in bistro (insert number)

We offer delegates to eat a hot lunch served in our onsite bistro 'Lily's Lunchbox',

Delegates are provided with a 'cost per head' allowance (agreed by you), which can be redeemed for a hot lunch or cold snack and drink up to that value.

Please indicate allowance per person (£ per head)

Cancellations with less than 2 days notice charged at 75%

NB: Charges relating to refreshments or lunch in Lily's Lunchbox will be invoiced by ParkerChance Catering Ltd. Buffet charges will be invoiced by BBIC.