

CATERING ORDER FORM 2017

Pilgrim House Conference Centre

ABN: 92 155 739 154

69 Northbourne Avenue, Canberra City ACT 2600

GPO Box 1526, Canberra ACT 2601

T: 02 6257 4600 | F: 02 6257 4230

Pilgrim House Conference Centre is pleased to offer clients a variety of catering options. If you cannot find a suitable menu option please discuss your specific catering requirements with the Pilgrim House Conference Centre Manager.

Please check the Menu Options and complete the Catering Order Form as appropriate:

HIRING DATE _____ ROOM NAME _____

CATERING REQUIREMENTS	MENU CODE	NO OF PERSONS	TIME
On Arrival (9.00am earliest)	_____	_____	_____
Morning Tea	_____	_____	_____
Lunch	_____	_____	_____
Afternoon Tea	_____	_____	_____

Please note: If you wish to include coffee, tea and orange juice with your selection above please add code DS or DSC.

ADDITIONAL INFORMATION TO NOTE (including menu options and dietary requirements)

HIRER DETAILS

Name of organisation _____

Please note:

The following information does not need to be completed if accompanied with the Hiring Application.

Postal address _____

_____ Tel: _____

Contact person _____ Contact number _____

Email contact _____

Invoice email address _____

Please print clearly

AGREEMENT

I agree to pay all fees due and any cancellation fee incurred. I understand that a deposit may be required prior to the event and that all costs related to the event will be paid within seven (7) days of receiving the Invoice unless a prior arrangement exists.

Signature _____ Date _____

Please forward the completed Catering Order Form to Pilgrim House Conference Centre:

Facsimile: 02 6257 4230 | Email: pilgrimconference@canberracityuca.org.au