

# CATERING ORDER FORM 2018

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.

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***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)

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## 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**