

CATERING ORDER FORM 2010 (V1)

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 wide range of catering options. This includes Breakfast, Morning Tea and Afternoon Tea, Lunch, Dinner, Conference Packages and Cocktail Function. 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

CATERING REQUIREMENTS

| | | | |
|--------------------|-----------|---------------|------|
| Breakfast | Menu code | No of persons | Time |
| Morning Tea | Menu code | No of persons | Time |
| Lunch | Menu code | No of persons | Time |
| Afternoon Tea | Menu code | No of persons | Time |
| Dinner | Menu code | No of persons | Time |
| Conference Package | Menu code | No of persons | Time |
| Cocktail Function | Menu code | No of persons | Time |

Special dietary requirements

ADDITIONAL INFORMATION TO NOTE

HIRER DETAILS

Name of organisation

Please note:

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

Postal address

Contact person

Contact number

Email contact

Invoice email address

Please print clearly

AGREEMENT

I have read the Hiring Application document (V1) and 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**