

# CATERING ORDER FORM 2012

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

CATERING REQUIREMENTS

Menu code

No. of persons

Time

On Arrival

Morning Tea

Lunch

Afternoon Tea

Please note if you require coffee, tea and juice with meal selections add the code DS or DSC to the menu code

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

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**