

Pilgrim House Conference Centre Catering Order



NOTE:

- Please forward the completed Catering Order to Pilgrim House Conference Centre.
- A surcharge of \$35 applies to catering orders. The surcharge does not apply to beverages.

APPLICANTS DETAILS

NAME OF ORGANISATION _____

POSTAL ADDRESS _____

TELEPHONE _____

CONTACT PERSON _____ **CONTACT NUMBER** _____

CONTACT EMAIL _____

INVOICE EMAIL _____

CATERING REQUIREMENTS (Please see Catering Menu)

CATERING DATE/DAY _____

DETAILS

Schedule	Time (9.00am earliest)	Menu Code/s	No. of People	Beverages DS or DSC
On Arrival	_____	_____	_____	_____
Morning Tea	_____	_____	_____	_____
Lunch	_____	_____	_____	_____
Afternoon Tea	_____	_____	_____	_____

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 _____