

# 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 \_\_\_\_\_