



Catering / Refreshments Booking Form
(External customers)

Name
Company
Address
Tel no

Delivery details
Venue
Room
Title of meeting

Type of function
Date of function
Approx nos
Waiting staff required? YES / NO

Latest delivery time
Function time
Start time
Clearing time

Supplementary information about your event / quests (inc special dietary requirements):

Catering requirements and timings:

Signed Date

- Please note:
1. There is a minimum charge of £30 per delivery.
2. 'Latest time' - delivery may be earlier due to operational logistics.
3. All buffet items are subject to availability.
4. Late cancellations may incur a charge.
5. If your room location changes, please inform Buile Hill Park Hall on 0161 793 3670.
6. Please ensure all equipment is returned as any missing items will be charged for.
7. Please note catering delivered or collected before 8.30am or after 4pm will incur a £20 out of hours charge
8. Deliveries beyond the borders of Salford may incur an additional charge based on the destination mileage.
9. Food should be left out no longer than 90 minutes at an ambient temperature.
10. Please return via email to venuesinsalford@salford.gov.uk