



Catering / Refreshments Booking Form
(Salford City Council departments)

<p>Name</p> <p>Department</p> <p>Directorate</p> <p>Tel No.</p>	<p style="text-align: center;"><u>Delivery Details</u></p> <p>Venue</p> <p>Room.....</p> <p>Title of Meeting</p>
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<p>Type of Function</p> <p>Date of Function</p> <p>Approx No's</p> <p>Waiting Staff Required? YES/NO</p>	<p>Latest Delivery Time³</p> <p>Function Time</p> <p>Start Time</p> <p>Clearing Time</p>
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Supplementary information about your event / guests (inc special dietary requirements):

Catering Requirements & Timings:

Expenditure Code²

Signed **Date**

- PLEASE NOTE:**
1. **There is a minimum charge of £30 per delivery.**
 2. No booking will be accepted without an expenditure code.
 3. 'Latest time' - delivery may be earlier due to operational logistics.
 4. All buffet items are subject to availability
 5. Late cancellations may incur a charge.
 6. If your room location changes, please inform Buile Hill Park Hall on 0161 793 3670.
 7. Please ensure all equipment is returned as **any missing items will be charged for.**
 8. Please note catering delivered or collected before 8.30am or after 4pm will incur a £20 out of hours charge.
 9. Deliveries beyond the borders of Salford may incur an additional charge based on the destination mileage.
 10. Food should be left out no longer than 90 minutes at an ambient temperature.
 11. Please return via email to venuesinsalford@salford.gov.uk