A picture containing drawing, plate

Description automatically generated

Booking form for Catering and Refreshments

**(Salford City Council departments)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Customer details** | | **Delivery details** | |
| Name |  | Venue |  |
| Department |  |  | |
| Directorate |  | Room |  |
| Tel no |  | Title of Meeting |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Type of event |  | | Latest delivery time |  |
| Date of event |  | | Event start time |  |
| Numbers |  | | Event finish time |  |
| Waiting staff required? Yes or No | |  | Clearing time |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Supplementary information about your event / guests (inc special dietary requirements): | | | |
|  | | | |
| Catering requirements and timings: | | | |
|  | | | |
| Expenditure code |  | | | |
| Ordered by |  | Date |  |
| Please note:  1. There is a minimum charge of £25 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   1. Deliveries beyond the borders of Salford may incur an additional charge based on the destination mileage. 2. Food should be left out no longer than 90 minutes at an ambient temperature.   10. Please return via email to [venuesinsalford@salford.gov.uk](mailto:venuesinsalford@salford.gov.uk) | | | |

**Venues in Salford, Buile Hill Park Hall, Buile Hill Park, Eccles Old Road, Salford, M6 8GL**

**Tel: 0161 793 3670 email: venuesinsalford@salford.gov.uk**