



The Catering Department
The Royal Marsden Foundation Trust



SUTTON AND CHELSEA

FUNCTION BOOKING FORM

Name of Organiser:	Ext.:		
Department:	E-mail Address:		
Name of Meeting:			
Room:	<u>Catering Use Only</u>		
Site:			
Date:	Rec'd	<u>Date</u>	<u>Initials</u>
Day:	Entered in diary		
<u>Budget Code:-</u> RMH: W..... (Please provide cost centre only) Royal Marsden Cancer Charity: (Please provide Charity Fund code) ICR & Other: (Please provide account code & cost centre)	E-mail confirmation date..... Sent by.....		
<u>Invoice Address:-</u>	<u>Invoice No.:-</u>		

PLEASE READ THESE NOTES PRIOR TO COMPLETING THIS BOOKING FORM

- All requests for catering service can only be accepted on an official booking form.
- All menus are priced per head exclusive of VAT at the current rate. Bookings for buffets must be received 7 working days prior to the function date.
- Final numbers must be notified to the Catering Office at least 2 working days prior to the function requirement. Please see general information regarding cancellations.
- Cancellation of confirmed orders will only be accepted in writing.
- The completed booking form must be authorised with a budget code and signature or name and address for invoicing.
- The cost of a buffet includes table linen, china, cutlery, glassware and disposables. Staffing costs will be added where applicable.
- All Bookings will be confirmed by return e-mail.
- **Please note** failure to return issued crockery/cutlery will result in the losses being charged to the budget code/invoice.

Minimum Charge per booking is £10.00

Budget holder's Signature: **Date:**

Budget holder's Name: **(Block Capitals Please)**

CATERING REQUIREMENTS

Please enter the time/s you require your refreshment/s in the shaded areas below. Enter in the corresponding boxes the numbers required:-

Time refreshment required:-	1	2	3	Catering Use Only
	Number of each required	Number of each required	Number of each required	
Coffee				
Tea				
Biscuits				
Sandwiches 1 round per person				
Still Water Litre				
Sparkling Water Litre				
Orange Juice Litre				

Minimum Charge per booking is £10.00

If you require any further items please specify below including the preferred delivery time and the amount: -

Food:

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Beverages:-.....

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Special Requirements-.....

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