



## Catering booking form

**Telephone: 01977 649 096 Fax: 01977 651 736**

**Please make cheques payable to EVENTSFX Ltd.**

I enclose cheque to the value of 15% being the booking fee for our function.  
80% payment due one month before function.  
Balance due one week before event

Signed.....

Name of Company, Club .....

Name of Organiser .....

Address .....

Telephone: Home ..... Business .....

Date of Function ..... Type of Function ...

Address:  
Function to be held at ...

Time of Reception ..... Time of Meal ...

If Wedding, Time of Ceremony .....

Approximate Number of Guests ...

(The definite number to be advised at least 7 days prior to date of function)

Menu Required ..... Price Quoted .....

**Wines, Beers, Spirits, Soft Drinks or Free Bar Facilities Required**

Reception.....

Meal ...

Do You Wish any Change to Menu .....

Any Special Instructions ...

Dietary Requirements ...