

SAW SWEE HOCK CENTRE: CATERING HOSPITALITY REQUEST FORM

We require **three days' notice** for a request. Minimum Spend: **£50**. Please note all prices exclude VAT

Company:

Date of order:

Fax:

Function date:

Contact Name:

Function Start Time:

Event Location / Room:

Function End Time:

Telephone:

Catering Delivery Time:

E-mail:

Address for Invoice:

Delivery or collection requirements:

Item	Price	Amount Required
Tea/Coffee	£2.20/person	<input type="text"/>
Tea/Coffee/Biscuits	£3/person	<input type="text"/>
Water (Bottled)	80p	<input type="text"/>
Fruit Juice	£1	<input type="text"/>
Soft Drinks	80p	<input type="text"/>
Package: Tea/Coffee/Fruit Juice/Pastries	£5/person	<input type="text"/>
Afternoon Tea	£5.50/person	<input type="text"/>

- Selection of teas
- Assorted sandwich platter
- Mini strawberry cream scone
- Mini cake selection



Other special requirements

For SSHC use only

Subtotal

VAT

Total

Budget Code (The SU cannot accept LSE Budget Codes)

Confirmation date

Booking reference

Invoice processed via Till

Any other information