baxterstorey

Hospitality Booking Sheet

Date of order		Organiser	
Event date*		Department	
Event time*			
Event Location / Room*			
		Special delivery or collection	
Dietary requirements		Telephone	
		Fax	
No.of Guests*		E-mail	

Timings *	Requirements*	Price/charge
	Total	

Nominal	Dept. (Cat1)	Project (Cat2)	Work Order*

Special requirements	Budget holders signature*
	Signature..... Date.....

* *Mandatory fields - Sorry we are unable to accept bookings made without this*

Catering Use Only Booking reference		Catering Confirmed date	