

# Accolade Catering Booking Form 2012

**Venue:**

**Location:**

<b>Client Name:</b>		
<b>Arrival Date:</b>	<b>Day:</b>	<b>First Meal:</b>
<b>Departure Date:</b>	<b>Day:</b>	<b>Last Meal:</b>
<b>Contact Person:</b>		<b>Booking ID No:</b>
<b>Home Phone:</b>	<b>Work Phone:</b>	<b>Mobile No:</b>

**Date:**

**Day:**

Meals & Times	Meal Code	Meal Details / Choice	No of Guests	No of Children Under 10
Breakfast				
Morning Tea				
Lunch				
Afternoon Tea				
Dinner				
Supper				
Package No				

**Date:**

**Day:**

Meals & Times	Meal Code	Meal Details / Choice	No of Guests	No of Children Under 10
Breakfast				
Morning Tea				
Lunch				
Afternoon Tea				
Dinner				
Supper				
Package No				

**Date:**

**Day:**

Meals & Times	Meal Code	Meal Details / Choice	No of Guests	No of Children Under 10
Breakfast				
Morning Tea				
Lunch				
Afternoon Tea				
Dinner				
Supper				
Package No				

**Please photocopy this page for extra days**

# Accolade Catering Conditions

## Accolade Catering Conditions

1. **Booking Procedure:** Please select your menu and complete your booking form along the dietary form also attached. Accolade Catering will then issue you a pro-forma invoice with a request for a 50% deposit to secure your booking.
2. **Final Numbers** are required within 5 working days of your function. **Meal Times** need to be selected.
3. **Terms:** Full payment is required upon completion of each function.
4. **Special Dietary Requirements.** The function organiser must complete the **Accolade Catering Special Dietary Form** and sign and return. In certain circumstances clients may provide food to supplement special diets in consultation with Accolade Catering. It is the client's responsibility to understand and advise of all client special dietary needs.
5. Accolade Catering is unable to take any responsibility for nut trace elements in goods supplied.
6. **Prices:** A 10% surcharge will apply on **Sundays & Public Holidays**. All prices listed are charged per person. GST is included. Accolade Catering reserves the right to amend prices.
7. **Service:** DSR Venue clients are responsible for setting up and keeping the dining room clean, clearing dishes to the scullery, wiping tables, sweeping and mopping the dining room floor. Accolade Catering is happy to provide this service – please ask for details.

**I have read and understand the above conditions.**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

On behalf of: \_\_\_\_\_ Mobile: \_\_\_\_\_

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

