



CODSALL CATERING REQUEST FORM

- This form should be COMPLETED IN FULL and sent via email to **Group Mail Catering Booking (South Staffordshire Council only)**.
- For external bookings please email to 'Codsall@mrsbcatering.co.uk'
- Bookings need to be made at least 7 days in advance of your meeting start time.
- A separate form should be used for each date that catering is required.
- Should your catering requirement no longer be required, you must email ' **Group Mail Catering Booking (South Staffordshire council only)**, for external bookings please email to 'Codsall@mrsbcatering.co.uk' at least 48hrs in advance of your meeting start time. Bookings which are not cancelled will be charged for.
- Please refer to terms and conditions at foot of booking form.

ANY LAST MINUTE/LATE CHANGES OR ALTERNATIVE DIETRY REQUESTS MUST BE EMAILED TO - Group Mail Catering Booking (South Staffordshire Council only), for external bookings please email to 'Codsall@mrsbcatering.co.uk where we will endeavour to meet your requirements.

ALL REQUESTS FOR CATERING AND DRINK'S MUST BE MADE AT LEAST 7 DAYS PRIOR TO THE EVENT

Today's Date	Contact Name	Telephone Number	Email Address

Meeting Title/Booking Name	
Date Required	
Time Catering is Required	
Location	
Numbers of attendees	
Catering Requirements (Please include menu/buffet/ drink choice)	
Dietary Requirements	70/30 split (Meat/Veg) – to be trayed up separately. (unless stated differently).

PURCHASE ORDER NUMBER (P.O.) or Pay by Card (Under £50) =	
Cost (to be quoted by Mrs B's)	

Terms & Conditions:

- Any additional beverages provided on the day will be charged after the event.
- Cancellation charges; 100% of the total booking cost will be applied if booking is cancelled less than 48 working hours prior to event.
- If service time is exceeded, then additional charges may be incurred.
- Please Note – Menu Names do not corelate for the shelf-life of the food outside of the appropriate environment, but instead for the contents provided. E.g., '12Hr Packed Bag' contains 12hrs worth of food and not 12hrs worth of shelf life out of its appropriate environment.

For further questions or queries on this please contact; eastmidlands@mrsbcatering.co.uk