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# CATERING REQUEST FORM

This form should be signed and returned completed to the Mrs B’s Supervisor on-site or scanned and emailed to ‘codsall@mrsbcatering.co.uk’ 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 ‘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 eastmidlands@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** | **Department** | **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** | **50/50 split (Meat/Veg) – to be trayed up separately.** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Internal Recharge Codes** |  | **Cost Center / P.O Number** | **Account Code:** | **Job Code:** |
|  |  |  |  |  |
|  |  |  |
| Signature of Budget holder |  |  |  |  |
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**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