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| **Internal Catering Booking Form** |
| Name of the organiser | Click or tap here to enter text. |
| Contact number | Click or tap here to enter text. |
| Contact email address | Click or tap here to enter text. |
| Date of the event | Click or tap here to enter text. |
| Name of the Event | Click or tap here to enter text. |
| Venue(please book the venue online during term weeks 0th – 9th) | Click or tap here to enter text. |
| Numbers for catering(final numbers and dietary requirements due 1 week prior) (Please make sure the is 30 min before and after your event for Conf. Office to block out catering set up and clear) | Click or tap here to enter text. |
| Start time of the event | Click or tap here to enter text. |
| Finish time of the event | Click or tap here to enter text. |
| Do you require tea/coffee/biscuits? | Click or tap here to enter text. |
| What time do you require refreshments for? | Click or tap here to enter text. |
| Do you require refreshments served? | Click or tap here to enter text. |
| Do you require lunch? | Click or tap here to enter text. |
| What time do you require lunch? | Click or tap here to enter text. |
| If the refreshments are required in the middle of the event, when would be a good time to drop off and clear them? | Click or tap here to enter text. |
| Whom should the catering be charged to? | Click or tap here to enter text. |
| Please list additional catering requirements | Click or tap here to enter text. |