

REFRESHMENT ORDER FORM

Please complete the form below and return it to the Arts Centre. The Cafe Manager will telephone to provide a quotation and confirm catering arrangements.

Company Name:	
Contact Name:	Telephone No:
Email Address:	

Event Date

Catering

- We have a wide range of hot and cold buffet menus and the Cafe Manager would be happy to discuss your individual requirements around specific dishes and budgets
- Alternatively please use this form to indicate refreshments required from our popular light refreshment range
- Refreshments and lunch can be served in your meeting room or in the Arts Café

	Required?	Time	Numbers	Quick Pre Order Option <small>Please use this box to list menu options from our popular light refreshment range</small>
Refreshments on arrival	Y / N			
Mid – morning Refreshments	Y / N			
Lunch	Y / N			
Afternoon Refreshments	Y / N			
Evening Refreshments	Y / N			
Other	Y / N			

Popular Light Refreshment – Quick Order	
Option A	Tea, coffee, fruit juice and water
Option B	Tea, coffee, fruit juice and water with biscuits
Option C	Tea, coffee, fruit juice and water with a selection of Patisseries
Popular Lunch Sandwiches – Pre order	
Standard Range	A selection of sandwiches contains at least 6 varieties including vegetarian served with tea, coffee, fruit juice and water
Premier Selection Range	A selection of sandwiches containing at least 6 varieties including vegetarian served with tea, coffee, fruit juice and water
Hot or cold Lunch	Our Cafe Manager is happy to personalise your menu

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