



# FOOD & BEVERAGE BOOKING FORM

## Details

Lodge name:				
Contact person:				
Position:				
Email:				
Phone:				
Type of function:				
No. of meals booked:				
No. of meals served:				
Time to be served:				
Number of main courses booked:	<b>M</b>	<b>A</b>	<b>V</b>	<b>Am</b>
Number of main courses served:	<b>M</b>	<b>A</b>	<b>V</b>	<b>Am</b>
M - Main course confirmed A - Alternative main course V - Vegetarian main course Am - Asian main course				

## Setup Requirements

Flowers:		Piano:	
Candles:		Music:	
Table setting:		Projector:	
Display items:		Screen:	
<u>Details / Remarks</u>			

Organiser's signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Office Use

Order taker:		Date:	
Kitchen staff:		Date:	
Admin:		Date:	
Accounts:		Date:	

## Date & Venue

Date of function:	
Venue:	

## Menu

Set menu A:		Set menu B:	
Premier:		À la carte:	

## Starter

## Main Course

## Dessert / Cheese

## Wines / Other

## Alternative Main Courses

The Zetland Hall website contains details of the alternative main, vegetarian main and Asian main courses, which must be booked at least four working days before the Banquet.