



discovery cafe

Discovery Court

Hospitality Booking Form

Please use this booking form in conjunction with our Hospitality Menu booklet when ordering hospitality and return to the Catering Office. We would ask you to give a minimum of 24 hours notice for beverage orders and 48 hours for food orders. Should you require any help or assistance about our offer then please do not hesitate to contact our Catering Manager, Mary on 01202 537 640. Once you have completed your order form either email to us at discoverycourt@catering-academy.co.uk or hand it in to Mary or one of her Team in Discovery Café.

Organisers Name	
Company Name	
Contact Telephone Number	

Number of Delegates		Room name/location	
Date of Event		Time	Collection /Finish Time

Please note: we will wherever possible deliver hospitality, however there may be times when orders may have to be picked up. Depending on your requirements there may be additional labour charges. These may apply for out of the core hours of 8.30am – 3.00pm, or depend on the size of a function. All such charges will be advised at time of booking.

Minimum 12 hours notice for cancellations otherwise a charge may apply (see menu for more details of cancellation policy).

All prices are exclusive of VAT

Requirements	No. Req.	Price Each £	Requirements	No. Req.	Price Each £
Selection of tea's per cup		0.45	Continental breakfast		2.60
Douwe Egbert coffee per cup		0.55	Healthier Start		2.85
Freshly squeezed orange juice (pp)		0.90	Hot & Tasty Breakfast Baps		3.50
1L Carton orange Juice		1.70	Sandwich Lunch A (1pp)		1.60
Mineral Water Still/Sparkling (1L)		1.95	Sandwich Lunch B (1pp)		2.20
Bottled soft drinks (e.g. Pepsi)		from 0.95	Working Lunch C		3.90
Selection of cookies (2pp)		0.75	Working Lunch D		4.50
Fresh finger fruit platter (pp)		1.10	Continental Platter (minimum 6)		6.50pp
Platter of crudities & dips (pp)		0.95	Finger Buffet E		7.00
Bowl of marinated olives (serves 5)		3.50	Finger Buffet F		9.90
			The Baker's Choice		2.00
			The High Tea		3.50

Alternatively, we can help you create your own specific buffet as well as offering a selection of Fork Buffet options.

Any other request, i.e. Special dietary requirements:

Time of Delivery if different from time above:

Signature of Organiser: _____ Please Print Name: _____

Invoice Address: _____
