



Discovery Café Hospitality order 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 853118 or ext 3118. 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			
Date of Event		Time Event Starts	
Time hospitality required		Time Event Finishes	

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).

Requirements	No. Req.	Price	Requirements	No. Req.	Price
Coffee large flask		£10.00	Bottled soft drinks		£1.00
Coffee Small flask		£5.00	Cookies & biscuit selection		£1.10
Decaff large flask		£10.00	Fresh fruit		£2.50
Decaff small flask		£5.00	Continental Breakfast		£3.00
Tea large flask		£10.00	Healthy breakfast		£3.50
Tea small flask		£5.00	Breakfast Baps		£3.95
Selection of herbal teas		£5.00	Working lunch A		£2.90
Orange Juice fresh ind		£1.25	Working lunch B		£4.45
Orange juice litre		£1.95	Working lunch C		£5.25
Still/sparkling water		£2.15	Gold Lunch		£7.95
Afternoon cakes		£2.50	Platinum Lunch		£10.90

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

Any other requests

Signature of organiser

Invoice Address

Building name/no.	
Address line 1	
Address line 2	
Postcode	