

Delivered to you Menu Booking Form

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| --- | --- |
| **Date the booking is for:** |  |
| **Time for Set Up:**  **We may need to pre-set your buffet in the room to ensure there is sufficient time to get your buffet set up on the time you require it. Please let us know if there is a time to avoid in the room.** |  |
| **Time for Delivery:**  **Should the time slot not be available, we will inform you**  **Please note that we endeavour deliver 15 minutes earlier so your catering is there on time** |  |
| **Time from when we can clear the catering**  We will usually be arriving 1.5 hour to clear all items away |  |
| **Number of Guests;** |  |
| **Location of Event:**  **Building Name, Floor, Room Number**  Please note if the room required is not suitable for a hot buffet, you will be informed at booking stage and a suitable location suggested. Your booking will remain as provisional until you can confirm the location change. |  |
| **Cost Code:**  Please remove all dots in the cost code |  |
| **Person Booking the Event and number to call if need you** |  |
| **Contact on the day of Event and Number:** |  |
| **Are tables required?**  Please make us aware if we require to being our own tables for service – charges apply |  |

**Please indicate on the form below how many of each item you require for your event:**

**Buffet**

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| --- | --- | --- |
| **Items** | **Unit** | **Quantity** |
| Hot Fork Buffet | Numbers catering for – minimum 25 |  |
| Cold Fork Buffet | Numbers catering for – minimum 25 |  |
| Staff required to serve? | Each | **Yes / No** |
| Please list any diet you need to cater for |  | |

**Cakes/Pastries**

**Please note disposable plates will not be provided with cakes. We will provide napkins with orders. This is a conscious decision to reduce disposable wastage. If you require these, please advise us and we will provide**

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| --- | --- | --- |
| **Items** | **Unit** | **Quantity** |
| Mini Cake Selection | Platter of 5 |  |
| Platter of 10 |  |
| Cupcake Selection | Platter of 5 |  |
| Platter of 10 |  |
| Doughnuts | Platter of 5 |  |
| Platter of 10 |  |
| Selection of Sweet Pastries | Platter of 5 |  |
| Platter of 10 |  |
| Individually Wrapped Pastries | Each |  |
| Vegan Doughnut | Each |  |
| Vegan Muffin | Each |  |

Please ensure you order a gluten free cake below as required

**Non-Gluten Containing/Vegan**

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| --- | --- | --- |
| **Items** | **Unit** | **Quantity** |
| Gluten Free Muffin | Each |  |
| Lazy Day GF: Belgian Chocolate Tiffin | Each |  |
| Lazy Day GF: Millionaire’s Shortbread | Each |  |
| Lazy Day GF: Rocky Road | Each |  |
| Lazy Day GF: Golden Syrup Oatie | Each |  |
| Lazy Day GF: Ginger Slice | Each |  |
| Almondy Toblerone Tart | Slice |  |
| Almondy Swedish Tart | Slice |  |
| Lemon Tart | Slice |  |
| Vegan Raspberry Frangipane Tart | Slice |  |
| Vegan Chocolate & Coconut Tart | Slice |  |

**Hot and Cold Refreshments**

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| --- | --- | --- |
| **Items** | **Unit** | **Quantity** |
| Enhanced Drinks Package  *Mugs are standard unless specified*  One flask of coffee, one flask of hot water provided per 10 | Multiples of 10 |  |
| Brewed Coffee and tea  One flask of coffee, one flask of hot water provided per 20 | Multiples of 20 |  |
| Tea & Coffee (in disposable)  One flask of hot water provided per 10 | Multiples of 10 |  |
| Tea & Coffee (no cups provided)  One flask of hot water provided per 10 | Multiples of 10 |  |
| Hot Chocolate Sachet | Each |  |
| Herbal and Infusion Teabags | Each |  |
| Decaffeinated Coffee | Each |  |
| Decaffeinated Teabags | Each |  |
| Vegan Suitable Milk  Please indicate if you require a full carton or just small jiggers | How many catering for? |  |
| Bottled Water – Still 750ml | Each |  |
| Bottled Water – Sparkling 750ml | Each |  |
| Orange Juice - Litre | Each |  |
| Apple Juice – Litre | Each |  |
| Cranberry Juice - Litre | Each |  |
| Can – Coke | Each |  |
| Can – Diet Coke | Each |  |
| Can – Sprite | Each |  |
| Can - Fanta | Each |  |
| Can – still water 330ml |  |  |
| Can – sparkling water 330ml |  |  |

**Fruit**

|  |  |  |
| --- | --- | --- |
| **Items** | **Unit** | **Quantity** |
| Seasonal Fruit Bowl | 5 Pieces per bowl |  |
| Fresh Fruit Platter | Multiples of 10 |  |

**Drinks Reception**

**Wine glasses and flutes will be provided with alcoholic beverages**

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| --- | --- | --- |
| **Items** | **Unit** | **Quantity** |
| Pato Torrento Merlot | Each |  |
| Barramundi Shiraz | Each |  |
| Pato Torrento Sauvignon Blanc | Each |  |
| La Bastille Blanc | Each |  |
| Compass Point Rose | Each |  |
| Bottled Beer | Each |  |
| Amori Prosecco | Each |  |
| Premium bottled soft drinks | Each |  |

**Dietary Requirements and Additional Comments:**

**Delivery charge will be added to your orders**

**A valid cost code is required at the time of booking to confirm your booking**

**Should you need anything that is not on the list, please contact the Warwick Food & Drink office. All forms are to be sent to** [**foodanddrink@warwick.ac.uk**](mailto:foodanddrink@warwick.ac.uk)

*Please check your order form and ensure that diets are covered. If you need advice about product selection, please let us know at booking stage and we can advise*