

entlCing food for you

# STAND CATERING ORDER FORM

tyroan

## IMPORTANT INFORMATION

### DELIVERY TIME SLOTS

08:30-09:30 / 09:30-10:30 / 10:30-11:30 /  
11:30-12:30 / 12:30-13:30 from 13:30 hourly  
delivery slots continue until 30 minutes before  
the exhibition closes.

### ORDERS

- **Minimum order value of £25.00**  
prices include VAT
- **All initial orders must be returned a  
minimum of 7 working days prior to your event**
- **Subsequent orders can be placed on site**  
for next day delivery if placed before 12:00pm
- **If you have any special requirements**  
please let us know and we will endeavour to  
meet your needs
- **No return of stock**  
can be credited at the end of the exhibition
- **Electric supplies for all equipment will need  
to be ordered with Stagecraft UK**  
please call 01952 281 600 to arrange

### EVENT STAFF

Don't forget we can assist with hostess &  
service staff **from £15.50 per hour.**

### PAYMENT

Via credit card prior to the event.

## CORKAGE FEE OPTION

Payment required 2 days prior to the event,  
failure to do so may incur an additional admin  
fee on the day.

Please note that this option allows you to bring  
a pre agreed quantity of the specific items

Any electrical items brought on to site require  
PAT testing certification. Electric supplies for  
all equipment will need to be ordered with  
Stagecraft UK, please call 01952 281 600.

If you are serving food on your stand a member  
of your team must have a level 1 food hygiene  
certificate. Please ensure you have this with  
you for the duration of the event. You must also  
conform to the guide catering regulations for  
food & beverage.

### **ALL BEVERAGE INCLUDING ALCOHOL & SNACKS - £150.00 PER DAY**

## CONTACT

### TIC FOOD & BEVERAGE DEPARTMENT

TEL: 01952561795

EMAIL:

[duncan.rae@southwatereventgroup.com](mailto:duncan.rae@southwatereventgroup.com)



# STAND CATERING ORDER FORM

DINE WITH US	PRICE	TIME SLOT	QUANTITY PER DAY							
			M	T	W	T	F	S	S	
<b>Bacon sub rolls / sausage sub rolls (platter of 10 items)</b> Please specify vegetarian & dietary requirements	£35.00									
<b>Danish pastry selection (platter of 10)</b>	£18.00									
<b>Box of assorted sweet biscuits 1 KG</b>	£15.00									
<b>Grab &amp; go grab bag</b> Individual bag per person includes a sandwich wedge, crisps, chocolate bar, fruit & 500ml water	£8.90									
<b>Seasonal fruit basket (10 mixed items)</b>	£22.00									
<b>Sandwich platter (for 8)</b> BLT on granary Cheese & pickle roll Tuna & cucumber on granary Chicken salad wrap Please specify vegetarian & dietary requirements	£38.00									
<b>Gourmet handmade pies deep filled with the finest ingredients, delivered hot to your stand (10 mixed variety options)</b> Sausage roll, steak & ale pie, chicken & mushroom, cheese & onion pasty - Napkins & disposable plates / cutlery included Please specify vegetarian % required	£38.00									
<b>Quintessential afternoon tea (14 slices pre-cut)</b> Classic Victoria sponge, Carrot cake, Coffee & walnut	£25.00									

## ADDITIONAL FOOD & DRINK NOTES

# STAND CATERING ORDER FORM

TABLEWARE	PRICE	TIME SLOT	QUANTITY PER DAY						
			M	T	W	T	F	S	S
Teacup & saucer (per set)	£0.60								
175ml Wine glass (per glass)	£0.30								
Half-Pint Slim Jim (per glass)	£0.30								
Pint glass (per glass)	£0.30								
Champagne flute (per glass)	£0.30								
EQUIPMENT	PRICE	TIME SLOT	M	T	W	T	F	S	S
Trays per tray (non-slip or silver)	£5.00								
Ice Bucket (each)	£5.00								
Display Bowls (each)	£5.00								
DISPOSABLES	PRICE	TIME SLOT	M	T	W	T	F	S	S
Plates	£0.30								
Pint Glass (per glass)	£0.30								
Half-Pint Glass (per glass)	£0.30								
Wine Glass (per glass)	£0.30								
LINEN	PRICE	TIME SLOT	M	T	W	T	F	S	S
Black Table Cloths - Black (hire per item: 90x90)	£15.00								
Black Table Cloths - Black (hire per item: 70x108)	£15.00								
White Linen Napkin (per item)	£1.50								

## ADDITIONAL ORDER NOTES

## ORDER DETAILS

<b>EVENT NAME</b>
<b>COMPANY</b>
<b>LOCATION / HALL NUMBER OR NAME</b>
<b>STAND NUMBER &amp; NAME</b>
<b>CONTACT NAME</b>
<b>CONTACT TELEPHONE NUMBER(S)</b>
<b>CONTACT EMAIL</b>
<b>ADDRESS &amp; POSTCODE</b>
<b>ON-SITE CONTACT NAME</b>
<b>ON-SITE CONTACT TELEPHONE NUMBER</b>

## BILLING DETAILS

<b>INVOICE TO</b>
<b>CONTACT NAME</b>
<b>TELEPHONE</b>
<b>EMAIL</b>
<b>BILLING ADDRESS &amp; POSTCODE</b>

The Invoice payment must be received 48 hours before the event start date.

## CONFIRMATION

<b>SIGNED</b>
<b>PRINT NAME</b>
<b>DATE</b>