



Meeting Rooms Catering Requirements Form

Please give a minimum of 2 working days notice for all bookings and where required, complete a purchase order in advance for every date booked.

| Invoicing details: | nvoicing details: Company Name Address | | | | | |
|--|---|--------------------------------------|-----------------------------------|---------------------------------|------------------------------|---------------------------------|
| | | | Ext | | | |
| Date of meeting: . | | | | | | |
| No of visitors atte | | | | | | |
| Please indicate wh | _ | | | se tick): | | |
| East West | | | Large | | | |
| Beverages | | | | | | |
| | Time Required | Coffee flask of 8 cups @ £4.40 | Tea flask of 6 cups @ £3.30 | Juice Per 1lt jug @ £2.42 | Water Per 1lt bottle @ £1.65 | Biscuits per person @ 55p |
| On arrival | | | | | | |
| Mid-morning | | | | | | |
| Lunch | | | | | | |
| Afternoon Note for P&A: Car | didates that | nay for their | own lunch may | use the Ris | l tro at lunchti | me |
| Lunch We offer two choices for lunch; please indicate below which option you require. Number of delegates for lunch: | | | | | | |
| 2. Lunch in Restaurant (please tick) We offer delegates a hot lunch (2 courses for £7.15 pp) served in our onsite restaurant which includes a bottle of still/sparkling water. A set menu & lunch order form will be provided on the day. Please advise of any special dietary requirements (vegetarian option etc) | | | | | | |
| Please return completed form back to reception@bbic.co.uk Cancellations with less than 2 days notice charged at 75% | | | | | | |
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