
		CCA ADMINISTRATORS			BOOKING NO:		
		DATE BF SENT:					
		SENT BY:					
		CONDITIONS OF HIRE:	YES			DATE OF EVENT:	
		PRS FORMS	YES/NO				
HIRER/ORGANISATION		B/FORM RECEIVED		IS A DEPOSIT REQUIRED ?	INVOICE YES/NO		
CONTACT NAME:		CATERING	YES	SPEL FORM	YES		
ORGANISATION:		SPE Ltd INFORMED	YES/NO	Hall Manager INFORMED	YES/NO/NA		
MEETING NAME:		ACCOUNT DETAILS					
FUNCTION:		ACC NO:		INVOICE DATE:			
ADDRESS:		INV NO:		INITIALS:			
		VENUES & SERVICES REQUIRED: (PLEASE TICK RELEVANT BOXES)					
		LAYOUT STYLES	THEATRE	BOARD ROOM	SEMI CIRCLE	COST £	
		HALL				£	
PHONE NO:		LOUNGE				£	
E – MAIL ADDRESS:		ROOM					
TIME:	START	FINISH	HALL FUNCTION PRICE	TO INCLUDE THE HALL, LOUNGE, KITCHEN, BAR AND BAR STAFF.		£	
			SUNDRY HIRE				
			½ DAY £5.00		FULL DAY £10.00		
NO ATTENDING:		F/CHART Pad and Pens				£	
INVOICE TO BE SENT TO: (IF DIFFERENT TO THE HIRER)		OHP				£	
		SCREEN				FREE OF CHARGE	
NAME:		TV/VIDEO				£	
ADDRESS:		KITCHEN	£25.00 PER EVENT			£	
		TEA BAR ONLY	£10.00 PER EVENT			£	
		BAR				YES/NO/NA	
		AGREED TOTAL COST					
		NON-REFUNDABLE DEPOSIT					
		DEPOSIT REQUIRED				£	
		DATE PAID:					
PURCHASE ORDER NO:		RECEIPT NO:					
I / WE HAVE READ AND ACCEPTED THE CONDITIONS OF HIRE ENCLOSED.		BALANCE TO BE PAID 14 DAYS PRIOR TO EVENT				£	
HIRERS SIGNATURE:		DATE PAID:					
DATE:		RECEIPT NO:				PLEASE MAKE CHEQUES PAYABLE TO C.C.A.	
IN ORDER TO SECURE THE BOOKING, THIS FORM MUST BE SIGNED AND RETURNED TO THE CCA WITHIN 14 DAYS.		RE-FUNDABLE KITCHEN DEPOSIT:					
* PLEASE MAKE CHEQUES PAYABLE TO C.C.A.		(Please make payable to CCA for date of Event)					
		DATE PAID:					

SUNHILL PARK ENTERPRISES LIMITED. CATERING FORM.

 <p style="font-size: small; margin: 0;"><i>Sunhill Park Enterprises Limited</i></p>	CCA ADMINISTRATORS USE ONLY	
	BOOKING NUMBER	
	DATE AND TIME OF EVENT	

HIRER/ORGANISATION		ROOM NUMBER:	
CONTACT NAME:		ACCOUNT NUMBER:	
ORGANISATION:		INVOICE NUMBER:	
PHONE NUMBER:		INITIALS:	

**CATERING SERVICES REQUIRED:
(PLEASE ADD DETAILS TO RELEVANT BOXES)**

MENU NUMBER	CATERING	COST PER HEAD	TIMES	NUMBER REQUIRED	COST £
-	TEA / COFFEE WITH BISCUITS	£1.00p <small>Per cup</small>			
-	TEA / COFFEE	£0.80p <small>per cup</small>			
-	BOTTLED WATER	£1.00p <small>per bottle</small>			
1	WORKING LUNCH <small>SANDWICH / CRISPS / FRUIT & FRUIT JUICE</small>	£4.50			
2	COLD BUFFET	PRICE ON REQUEST			
3	HOT BUFFET	PRICE ON REQUEST			
4	2 COURSE LUNCH	£7.50			
5	3 COURSE LUNCH	£10.50			
6	3 COURSE DINNER	PRICE ON REQUEST			
7	SEASONAL LUNCH/DINNER	PRICE ON REQUEST			
-	OTHER				

AGREED TOTAL COST			£
DEPOSIT REQUIRED. NON-REFUNDABLE			£
			£5.00 per head
BALANCE TO BE PAID 14 DAYS PRIOR TO EVENT	DATE PAID:		* £

* For any catering supplied please make cheques payable to: **SUNHILL PARK ENTERPRISES LIMITED or (S.P.E.L)**

HIRER'S SIGNATURE: _____ DATE: _____

In order to secure the booking, this form must be signed and returned to the CCA within 14 days.