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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:		ompany Name Idress	BOOKING REFERENCE			
	Contact Name Telephone No					
Date of meeting: .						
No of visitors atter	nding the n	neeting:				
Please indicate which meeting room you have booked (please tick):						
E	ast	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: Candidates that pay for their own lunch may use the Bistro at lunchtime						
Lunch We offer two choices for lunch; please indicate below which option you require.						
Number of delegates for lunch:						
1. Buffet Lunch (please tick) We offer a traditional buffet lunch served in your meeting room at £7.15 per person. NB: *This cost does not include drinks - please indicate required lunchtime drinks in the table above.						
OR						
 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 <u>reception@bbic.co.uk</u> Cancellations with less than 2 days notice charged at 75%						
BarnsleyBIC Ltd t/a The Business Village@BarnsleyBIC Innovation Way Wilthorpe Barnsley S75 1JL Tel 01226 249590 Fax 01226 249625						