

The Usual Place

Meeting Room Catering Booking Request

send completed form to admin@theusualplace.org

Contact Information:

- Name of Contact: _____
- Company/Organisation: _____
- Job Role: _____
- Phone Number: _____
- Email Address: _____
- Delivery Address: _____
- Billing Address: _____

Event/Meeting Details:

- Event Title: _____
- Event Date: _____
- Event Time: _____
- Number of Guests (*estimate*): _____
- Dietary Requirements and Allergies: _____

Meeting Room Hire

- Thomson Room [] Yes [] No
- Crombie Room [] Yes [] No
- Both Rooms [] Yes [] No
- _____
- _____

Dietary and Special Requirements:

- Dietary Requirements: Please specify any allergies or preferences and number of people: (*continue overleaf*)

- Any other requests: (*continue overleaf*)

Please be aware your order is not confirmed until a formal quotation is provided and confirmed . A non-refundable booking deposit may be required. Minimum order £70. Prices include VAT

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Food Order:

Lunch Options:

Sandwich Lunch £4.50pp

Total Quantity: _____

Number Vegetarian: _____

Number Vegan: _____

Number Gluten Free: _____

Cold Buffet Lunch £7.50pp

Total Quantity: _____

Number Vegetarian: _____

Number Vegan: _____

Number Gluten Free: _____

Sweet Treats:

Famous Fruit Platter £2.00pp (min order 10 people)

Total Quantity: _____

Traybakes/Biscuits or Cakes £1.50pp

Total Quantity: _____

Number Vegetarian: _____

Number Vegan: _____

Number Gluten Free: _____

Scones £2.50pp (assorted flavours with butter and jam)

Total Quantity: _____

Number Vegetarian: _____

Number Vegan: _____

Number Gluten Free: _____

Special Options:

Afternoon Tea £12.50pp:

Total Quantity: _____

Number Vegetarian: _____

Number Vegan: _____

Number Gluten Free: _____

Drinks and Snacks:

Fruit Juice Cartons £1.30pp

Quantity: _____

Speciality Teas and Coffee £1.50pp per serving

Quantity: _____

Time/s Required _____

Number for Soya Milk: _____

All prices include VAT

Inspired Community Enterprise Trust (The Usual Place)

ICET is a company limited by guarantee. Company Number: SC412597 Registered Charity in Scotland Number: SC050602.