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| **Hospitality Order Form** | | |
| The important stuff | Name: | Date of Event: |
| Telephone: | Location: |
| Account code: | Cost Centre: |
| Delivery Time | Clear Time: |

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| What have you chosen to order? | **Menu Choice code** | **Numbers** | **Price** |
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| **Total** | |  |

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| **Now for the boring bit! The housekeeping…** |
| We would like for your event to go as smoothly as possible, so please give us at least 24hrs notice on any catering requests. If you would like to amend the menus, we will be pleased to discuss this with you, just call the David or Michael on ex 8208 |
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| Please let us know of any dietary requests as soon as possible |
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| Please do not remove any food after the event for food hygiene reasons and there may be a charge for any missing service equipment. |
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| We are only able to clear rooms before 3pm so it your meeting finishes later, we will clear in the morning |
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| Nearly finished, just email this form to catering@harlow-college.ac.uk |