



Function Booking Form 2018 - 2019

| | |
|----------------|-------------------------------|
| Function Date: | Unit name: |
| Your name: | Unit number: |
| Your email: | Your tel no: |
| Sit down time: | Number of diners (estimated): |

Meal requirements

| | | |
|---|----------------|------------------|
| Tea & Coffee - select before / during meeting | Time required: | |
| Quantity | With biscuits | Without biscuits |

A La Carte Menu choice

| | | |
|------------------------------------|--------|-----------------------------------|
| Starter | | |
| Main | | |
| Veg (if diff) | | |
| Dessert | | |
| Cheeseboard 4 th course | Yes No | Coffee/tea after meal is included |

Wine

| White | Ref | Qty | Red | Ref | Qty |
|-------|-----|-----|-----|-----|-----|
|-------|-----|-----|-----|-----|-----|

Other drinks, port etc.
– please provide request:

Special menu choice

i.e. Xmas Menu,
Summer Menu,
Chef's Service Menu,
please provide details:

Dietary requirements

– please provide details:

Table layout

– please provide details:

Any other matters to note:

Please send your booking form as early as possible. All selections must be made no later than 10 days prior to the meeting/event, and by email only to: office@staineshm.co.uk

Final numbers, including all dietary requirements and any other information to be confirmed no later than 48 hours prior to the event to the same email address only.

For completion by SMH only:

| Invoicing: | | Qty | Unit price £ | Total £ |
|------------|----------------|-----|---------------|---------|
| | Food | | | |
| | Wine | | | |
| | Teas & coffees | | | |
| | Other drinks | | | |
| | Extras | | | |
| | | | Grand Total £ | |