



Function Booking Form 2019 - 2020

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

Please inform us of any allergies

Wine

White	Ref	Qty	Red	Ref	Qty
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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:

**Please inform us
of any allergies**

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 £	