



Date	Name	Service	pax	Room
		Lunch / Dinner	x	PDR
Event Manager				
Event Type	eg - Birthday party, Retirement, meeting			
Set up	Table configuration if discussed with client			
Host	Name and phone number if possible			
Order of Events	Guests arrival: Guests moved to the room: Dinner Served: Out (if known):			
Arrival Drinks	Room - Pre order -			
Meal Info	Menu: Set dinner @ £28 for 2 courses & £35 for 3 courses Set lunch @ £21 for 2 courses & £26 for 3 courses Pre-order complete?: Place cards: Dietary requirements:	FOOD ORDER		
			SOUP	
			TARTARE	
			PARFAIT	
			CHICKEN	
			BEEF CHEEKS	
			SEA BASS / COLEY	
			VEGGIE	
			CHEESES	
			PANNA COTTA	
			CHOCOLATE CREMEUX	
Drinks Info	Wine: Water: Limit:			
Additional notes	eg. cloakroom, cake,			
Billing	Who is paying: Deposit: Service charge: 10% optional			