

# COUNTRY MANOR CATERING

188 Great North Road, Winton 9720

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## Function Booking Form

\* All information to be filled out please, as this makes our booking process easier.

### Contact Details:

<b>Name of function</b>	
<b>Contact person</b>	
<b>Phone number</b> (work & Cellphone number)	
<b>Email Address</b>	

### Function Details:

<b>Function Day &amp; Date</b>	
<b>Confirmed venue &amp; address</b>	
<b>Is this a marquee function?</b> If yes, please ensure you read the marquee cover note for our requirements and extra cost.	
<b>Approximate number of guests</b> to attend function (including bar staff and band, if providing the meal for them – please stipulate)	
<b>Schedule Guest arrival time</b>	
<b>Schedule Guest seated time</b>	

<b>Schedule Entrée time</b> (if applicable)	
<b>Schedule Meal Time</b>	
<b>Speeches</b> Are you having any speeches/ presentations before the main meal? If yes, approx time needed?	
<b>Speeches</b> Are you having any speeches/ presentations in between the main & dessert? If yes, approx time needed?	
<b>MC Name</b> (introduce yourself to the caterers)	
<b>Access to the reception venue</b> (Please advise what time will the venue be unlocked on the day for Country Manor to have access or if we need to collect a key)	

**Menu – please indicate any menu changes that has been discussed**

<b>Cocktail food selection or entrée (if applicable)</b>	
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<b>Main meal selection</b>	
<b>Dessert selection</b>	
<b>Special dietary needs or allergies</b> (name of guests to be advised)	
<b>Supper (if applicable)</b> Please also indicate what time you wish to have your supper served.	

**Table arrangement – Costing: \$7.50 inc. GST/tablecloth & \$0.70 inc. GST/linen napkin**

**\*Country Manor will bring the tablecloths for the buffet/tea & coffee tables on the day, so no need to include them in your count.**

<b>Tablecloths colour</b> (choice of black or white)	
<b>Tablecloths size</b> Choice of 230cm x230cm (large square tablecloths suitable for round tables) or 137cm x 304cm (trestle tablecloths suitable for oblong tables)	

<b>Quantity of tablecloths</b> needed for guests tables	
<b>Napkins colour</b> (choice of black or white)	
<b>Do you wish to order any extra tablecloths?</b> If yes, please advise size, quantity & colour needed.	
<b>Please state day and time you would like to collect your linen napkins &amp; tablecloths</b>	
<b>Do you wish to collect your tablecloths from the Winton Bakery (188 Great North Road, Winton) or the Invercargill Workingmen's Club kitchen (154 Esk Street, Invercargill)?</b>	

**\*If you are unable to collect your tablecloths and linen napkins from either the Winton Bakery or the Invercargill Workingmen's Club, we can arrange to have them courier to you, but this will be at your cost.**

### **Payment Details**

<b>Name or company to addressed the invoice</b>	
<b>Postal address for invoicing</b>	
<b>Email address for invoicing &amp; to email confirmation of menu</b> (Catering invoice will be emailed when confirming final guests number at the start of the week)	