

COUNTRY MANOR CATERING

188 Great North Road, Winton 9720
P.O. Box 21, Winton 9741
Phone: 03 236 8226
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Email: office@countrymanor.co.nz
Web: www.countrymanor.co.nz

Function Booking Form

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

Contact Details:

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|---|--|
| Name of function | |
| Contact person | |
| Phone number (work & Cellphone number) | |
| Email Address | |

Function Details:

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

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| Schedule Entrée time (if applicable) | |
| Schedule Meal Time | |
| Speeches Are you having any speeches/ presentations before the main meal? If yes, approx time needed? | |
| Speeches Are you having any speeches/ presentations in between the main & dessert? If yes, approx time needed? | |
| MC Name (introduce yourself to the caterers) | |
| Access to the reception venue (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

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

Table arrangement – Costing: \$8.00 tablecloth & \$0.80 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.**

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

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|--|--|
| Quantity of tablecloths needed for guests' tables | |
| Napkins colour (choice of black or white) | |
| Do you wish to order any extra tablecloths? If yes, please advise size, quantity & colour needed. | |
| Please state day and time you would like to collect your linen napkins & tablecloths | |
| Do you wish to collect your tablecloths from the Winton Bakery (188 Great North Road, Winton) | |

***If you are unable to collect your tablecloths and linen napkins from the Winton Bakery, we can arrange to have them courier to you, but this will be at your cost.**

Payment Details

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| Name or company to addressed the invoice | |
| Postal address for invoicing | |
| Email address for invoicing & to email confirmation of menu (Catering invoice will be emailed when confirming final guests' number at the start of the week) | |