

ADVANCED BANQUETING ORDER

EVENT:		
DATE:		
COMPANY:		
ADDRESS		TELEPHONE NUMBER:
		E-MAIL:
ACCOUNT TO BE PRESENTED TO:		
SIGNATURE OF PERSON RESPONSIBLE FOR ACCOUNT:		
NUMBER OF TABLES:	NUMBERS ATTENDING:	TABLE NUMBERS (IF KNOWN):

SOFT DRINKS		BEER		WINE		
Soft drink	Quantity per table	Beer	Quantity per table	Quantity per table	Bin number	To be opened(YES/NO)

**PLEASE NOTE ALL BEVERAGE ORDERS AND PRE PAYMENTS MUST BE RECEIVED 5 WORKING DAYS IN ADVANCE
THE FORM MUST BE COMPLETED AND RETURNED TO US BY EMAIL, STEPHEN.ATKINSON@HILTONBANKSIDE.CO.UK**

A DISCRETIONARY 12.5% SERVICE CHARGE WILL BE ADDED TO ALL BEVERAGES

Please tick type of credit card			
AMEX <input type="checkbox"/>	MASTERCARD <input type="checkbox"/>	DINERS <input type="checkbox"/>	VISA <input type="checkbox"/>
CARD NUMBER:		EXPIRY DATE:	
SIGNATURE:		CARDHOLDERS NAME:	

N.B We reserve the right to charge the credit card details above in the event of the table host not settling the account on the evening with the full value indicated on the bill.

