**Catering Request Form**

**Please complete all sections fully:**

|  |  |
| --- | --- |
| **Name**:  | **Purchase Order Number**(if applicable) |
| **Organisation**: |
| **Email**: | **Date catering Required**: |
| **Telephone Number**: |
| **Billing Address:** |
| **How many people do you require catering for?**  |
| **Event Title**: |
| **Contact Name on Day**: |
| **Delivery Address if different from billing address:** |
| **Access details for deliveries only:**  |

**Breakfast Buffet Menu - Please indicate your options**

|  |  |
| --- | --- |
| **TIME BREAKFAST REQUIRED** |  |
| **Menu Choices** | **Options** | **Number of Vegetarian Options required** | **Number of Vegan Options Required** |
| **Classic Breakfast**  |  |  |  |
| **Breakfast Plus**  |  |  |  |

**Buffet Menu - Please indicate your sandwich/wrap options**

|  |  |
| --- | --- |
| **TIME LUNCH REQUIRED** |  |
| **Menu Choices** | **Sandwich Options** | **Savoury Options** | **Sweet Options** |
| **Menu A** | **Please tell us your 3 sandwich options**  | **Please tell us your 1 savoury item** | **Would you like a fruit or cake selection?** |
|  |  |  |
| **Menu B** | **Please tell us your 4 sandwich options** | **Please tell us your 2 savoury items** | **Would you like a fruit or cake selection?** |
|  |  |  |
| **Menu C** | **Please tell us your 4 sandwich options** | **Please tell us your 2 savoury items** | **Would you like a fruit or cake selection?** |
|  |  |  |
| **Menu D** | **Please tell us your 4 sandwich options** | **Please tell us your 2 savoury items** | **Would you like a fruit or cake selection?** |
|  |  |  |
| **Please tell us your additional side orders inc additional salad options** |
|  |
| **Please tell us about dietary requirements or allergen information for your guests** |
|  |
| **Any other information** |
|  |

**BRASSHOUSE CATERING SERVICES**

**TERMS & CONDITIONS AND ADDITIONAL INFORMATION:**

**PRESENTATION**

All our food is prepared and professionally presented on real plates - no further preparation is required - all you have to do is enjoy your lunch. All delivery options are provided with environmentally disposable plates, dishes, cutlery and napkins.

**ORDERING**

All orders must be made by using our booking forms. Enquiries can be made by calling us on 0121 555 5672 or emailing info@nsdt.org.uk to discuss any special requirements which you may have. A minimum of 72 hours is generally required but we will always do our best to accommodate your requirements with less notice.

**CANCELLATIONS**

We will accept cancellations in writing via email to (info@nsdt.org.uk) up until 10am, 48 hours on the day prior to scheduled delivery. Any cancellation past this point or for greater numbers will incur a charge up to 100% at our sole discretion.

**DELIVERY**

Delivery will be arranged directly to your venue at an agreed time. **NB** This must be to a ground floor reception area. Minimum order is required for 10 people for delivery service and an additional £5.00 delivery charge will be applied to all orders within 3 miles and a charge of £1.00 per mile thereafter. Please note where congestion charges apply, these costs will be passed onto the customer**. (10% discount applies for all orders collected from our Brasshouse kitchen).**

**AVAILABILITY**

If we are out of stock of a particular menu item, we will replace it with an item of equal or greater value.

**ALLERGENS, VEGETARIAN AND SPECIAL DIETS**

We will be pleased to tailor any of our menus to suit your guests with special dietary requirements. Please note that we use a variety of ingredients in our kitchen and that there may be products in our counter which contain nuts or other allergens. We therefore cannot guarantee that any products which we sell are totally allergen free. Allergens listings are available on request.

**PAYMENTS**

Payments are in advance of receipt of goods. Payments can be made via cash or BACS. We are not registered for VAT so no additional charges will apply

**FEEDBACK**

We welcome your opinions, suggestions or comments with regard to these menus and their suitability for your own catering requirements. If you think that we can improve on any aspect of the service we provide, we will be pleased to hear from you. Telephone: 0121 555 5672, or email: info@nsdt.org.uk

**ABOUT NSDT, THE CHARITY THAT MANAGES THE BRASSHOUSE CAFÉ**

“Our mission is to be widely recognised as a leading community anchor organisation providing services for our community. Locally owned with active involvement from the community, the Trust will continue to make a real and positive contribution to the lives of people in North Smethwick. We want to be seen as an essential partner for agencies operating in North Smethwick and the wider area. The Trust will be financially independent with income streams derived from its own assets and social enterprises which will be reinvested to improve community services, strengthen the local economy and local enterprise.”

At the Brasshouse Cafe we are all about good food that doesn’t cost the earth. Come down on a Monday to Friday and you will find us serving up tasty, affordable food made from locally sourced ingredients. Our experienced chef will be supporting trainees and volunteers to develop the skills and confidence needed to get jobs.

Our locally sourced food helps to support the local economy. Any profits made from the Brasshouse Cafe are put back into the work we do in the local community as we are committed to supporting positive community change.

***All of this means that, while you’re enjoying our great food, you know you are part of something special.***