

### Conference Facilities Booking Form

(Internal and External Bookings)

Bishop Wilkinson Commercial Services is delighted to host your upcoming event in our state of the art facilities, with a selection of high-quality, delicious buffet menus to choose from.  
To order hospitality for your event, please complete the following details and our Trust's dedicated team will be delighted to support your event.

### Catering Booking Request

#### Booking Request - Notice Required

Breakfast	48 hours notice
Lunch	48 hours notice
Bespoke	72 hours notice

### Internal BWCET Catering Request

**Contact Information** (To be completed for internal BWCET requests only)

Date form completed:	
Your name:	
Meeting Title:	
Date of event:	
Department to be charged:	
Budget Holder:	
Budget Code:	
Email address:	
Name of room booked:	

### External Organisations Room Booking and/or Catering Request(s)

**Contact Information** (To be completed by external organisations only)

Date form completed:	
Organisation Name:	
Department:	
Your Name:	
Email address:	
Finance Department Contact Name:	
Email address:	
Contact Number:	
Date of event:	

Bishop Wilkinson Commercial Services

Room booking required:	Yes / No
	If yes, time required from: Until:
Catering required:	Yes / No If yes, please continue completing from page 2

## Hospitality Request:

Please indicate your preference from the following menus available. Quantities required will be based on number attending unless stated otherwise:

<b>Date of event:</b>							
<b>Meeting Title:</b>							
<b>Number of guests you wish to cater for:</b>							
<b>Dietary Requirements: gluten free etc</b>							
<b>Name of room booked / Location (if known):</b>							
<b>We offer a buffet collection service. Is your buffet to be collected?</b>		<b>Yes / No</b>		<b>Date of collection:</b>		<b>Collection time:</b>	
*Please note if items ordered below are not available, a suitable substitute will be provided. Prices may also fluctuate due to price changes from supply chains. If either of these situations occur, you will be notified in advance. *							
<b>Breakfast</b>		<b>Costs</b>	<b>Please indicate menu choice below</b>				<b>Time required</b>
			(If you would like a bespoke buffet, please specify in the 'choice box' below your requirements and our chef will confirm availability and pricing.)				
<b>Hot Buffet</b> Example: Bacon Sandwiches, Sausage sandwiches etc		(prices from £1.50 per person)					
<b>Pastries</b>		(prices from £1.50 per person)					
<b>Fruit Platter</b> (min of 5 people)		(prices from £6.00 per platter)					
<b>Refreshments</b>			<b>Please indicate <u>time</u> required in the relevant box(es) below</b>				
<b>Item</b>	<b>Cost Per person</b>	<b>On Arrival</b>	<b>Breakfast</b>	<b>Morning</b>	<b>Refresh/ Lunch</b>	<b>Afternoon / Twilight</b>	
<b>Tea / Coffee</b>	£1.00 per person						
<b>Biscuits</b>	£1.50 per person						
<b>Cake</b>	£1.50 per person						
<b>Water</b>	£1.00 per person						
<b>Fruit Juice</b>	£1.00 per person						

<b>Lunch (available between 11am – 2pm)</b>					
Please indicate your menu choice with a 'X' in the box provided.  (If you would like a bespoke buffet, please specify in the 'choice box' below your requirements and our chef will confirm availability and pricing.)	Menu Choice 1	Menu Choice 2	Menu Choice 3	Bespoke Menu (Please complete menu request in box below)	Time Required
<b>Hot options</b> (For example, Indian options and dips, halloumi fries, spring rolls, honey glazed sausages etc or menu choices, 2 and/or 3 listed below. Bespoke menus or please state your own)					
	<b>Menu request:</b>				
	Menu Choice 1	Menu Choice 2	Menu Choice 3	Bespoke Menu (Please complete menu request in box below)	Time Required
<b>Cold options</b> (for example, sandwiches, sausage rolls, onion bhaji etc or menu choices, 1, 2 and/or 3 listed below. Bespoke menus available upon request. Please state items in the box opposite)					
<b>Menu request</b>					
<b>Please confirm dietary requirements below (for example, gluten free, vegan etc):</b>  					
<b>Notes (including additional items requested/provided, bookings for more than one consecutive day)</b>  					

**Menu One (available between 11am – 2pm)**

**From £6.00 per person**

A selection of:

- + deli sandwiches, baguettes and wraps, crisps,
- + fresh fruit platter,
- + fruit juice,
- + add 3 additional items from the list below:

- Sun-blushed tomatoes
- Mixed olives
- Crisp flatbreads and dips (guacamole and hummus)
- Steamed Potato salad finished with a light lemon mayonnaise fused with spring onions and chives.
- Rocket and parmesan drizzled with balsamic vinegar.
- Moroccan spiced cauliflower bites.
- Fresh garden salad – Baby leaf salad with cucumber, cherry tomatoes and red onion.

**Menu Two (available between 11am – 2pm)**

**From £8.50 per person**

A selection of:

- + deli sandwiches, baguettes and wraps, crisps,
- + fresh fruit platter,
- + fruit juice,
- + 3 additional items from the list below:

- Brie and caramelised red onion tartlet
- Feta, Olive and cherry tomato skewers with basil and lemon oil dressing.
- Vegetable samosa with a mint raitha
- Antipasti salad – An assortment of grilled roasted vegetables.
- Stone baked pizza topped with mozzarella, fresh herbs and fresh chilli.
- Minted Pea fritters with a garlic and lemon yoghurt dip.
- Toasted Crostini topped with Horseradish and rare roast beef.
- Tempura battered prawns served with a sweet chilli dipping sauce

**Menu Three (available between 11am – 2pm)**

**From £10.00 per person**

A selection of:

- + deli sandwiches, baguettes and wraps, crisps,
- + fresh fruit platter,
- + fruit juice,
- + choose 3 additional items from the list below:

- Brie and caramelised red onion tartlet
- Feta, Olive and cherry tomato skewers with basil and lemon oil dressing.
- Vegetable samosa with a mint raitha
- Antipasti salad – An assortment of grilled roasted vegetables.
- Stone baked pizza topped with mozzarella, fresh herbs and fresh chilli.
- Minted Pea fritters with a garlic and lemon yoghurt dip.
- Toasted Crostini topped with Horseradish and rare roast beef.
- Tempura battered prawns served with a sweet chilli dipping sauce
- cheese board. A cheese board will be a selection of 4 cheeses with biscuits and grapes. Also a selection of 2 seasonal chutneys.

FINANCE DEPARTMENT USE ONLY	
Charges:	£
<b>External Room Hire Charges:</b>	
<b>Fountains:</b>	
<b>Lindisfarne:</b>	
<b>Blanchland:</b>	
<b>Finchale:</b>	
<b>Meeting Pod 0:</b>	
<b>Meeting Pod 1:</b>	
<b>Meeting Pod 2:</b>	
<b>Meeting Pod 3:</b>	
<b>Arrival</b>	
<b>Breakfast</b>	
<b>Mid-morning</b>	
<b>Lunch</b>	
<b>Afternoon Break</b>	
<b>Twilight session</b>	
<b>Additional charges for requests (emergency requests not listed above)</b>	
<b>Notes:</b>	
<b>Total cost:</b>	
<b>Invoice Number:</b>	
<b>Budget Code for Internal BWCS Bookings:</b>	
<b>Date of Invoice:</b>	