

# HOSPITALITY BOOKING FORM

## FOR EXTERNAL BOOKINGS ONLY

(For food and beverages as listed in Hospitality Menu)

Name of Organiser/ Contact Name:	
External Organisation:	
Invoice Address:	
Telephone & Email:	
Date & Time Required:	
Event Title:	
Location/ Room Number:	
Details of Catering Required:	
Numbers to be Catered for:	
Clear Away Time:	

**Please forward to the relevant Catering Manager:**

**Essex:** [catering-rivermead@anglia.ac.uk](mailto:catering-rivermead@anglia.ac.uk) (ext. 3744 / 3798)

**Cambridge:** [catering-cambridge@anglia.ac.uk](mailto:catering-cambridge@anglia.ac.uk) (ext. 5635 / 5652)

*If you have a number of requirements and/or additional information, please send an attached sheet with details.*