

READING ROOM CAFE

BUILDING P, GROUND FLOOR
VICTORIA UNIVERSITY (FOOTSCRAY PARK CAMPUS)
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E: INFO@READINGROOMCAFE.COM.AU

READING ROOM CAFE LEASING PTY LTD
ABN: 47 167 081 549 ACN: 167 081 549

NAME OF COMPANY

NAME OF CONTACT
CAMPUS
EMAIL

Phone:
Fax:
E-mail:

CATERING / FUNCTION BOOKING ORDER FORM

NAME:
FACULTY/DEPARTMENT:
Cost Centre Number:(8 Digits)
DATE:
PHONE:

Natural Account Code:(4 Digits)

FAX:

BOOKING DETAILS

DATE OF FUNCTION:
START TIME: CLEARING TIME:
ROOM LOCATION & NUMBER:
NUMBER TO BE CATERED FOR:
EQUIPMENT/ROOM SETTING

CATERING REQUIREMENT:

Please include:

- Type of food/beverage & quantities
- Dietary requirements
- Delivery & Clearing Instructions

Qty	\$
Subtotal	
Delivery	
Subtotal Ex GST	
GST	

Approved by: _____

Date: _____