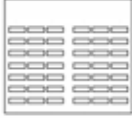
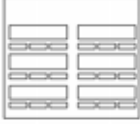
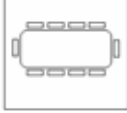



Room requirements	
Date hire is required*	<u>Date/month/year</u>
Timings	<input type="checkbox"/> full day (9am-5pm) at £200/£125 concs** <input type="checkbox"/> half day – morning (9am-1pm) at £125/£75 concs <input type="checkbox"/> half day – afternoon (1pm-5pm) at £125/£75 concs <input type="checkbox"/> hourly – between ____ and ____ at £35/£30 concs/hr (min. 2 hours)
Number of delegates	
Special requirements (e.g. disabled access or facilities)	
Preferred room layout	<input checked="" type="checkbox"/> Theatre (50 max) <input type="checkbox"/> Classroom (18 max)   <input type="checkbox"/> Boardroom (24 max) <input type="checkbox"/> Presentation (15 max)  
Catering requirements (note water is included for all bookings)	
Light refreshments	<input type="checkbox"/> unlimited tea/coffee/biscuits for ____ delegates at £1.50 per delegate or <input type="checkbox"/> tea/coffee with homemade cake for ____ delegates at £3.00 per delegate What time is the cake to be served: ____
Catering options Note: 30 max	<input type="checkbox"/> Menu A for ____ delegates at £5.50 per delegate <input type="checkbox"/> Menu B for ____ delegates at £8 per delegate <input type="checkbox"/> Menu C for ____ delegates at £10.50 per delegate See overleaf for Menu Options. What time is lunch to be served: ____
Special dietary requirements	
Contact Information	
Full Name and Surname	
Job Title	
Place of Work/Organisation	
Contact Address (inc post code)	
Contact Number	(Day) _____ (Mobile) _____
E-mail address	
Invoice Address if different (inc post code)	
Where did you learn about our conference facility – please select from the following	<input type="checkbox"/> Hospice website <input type="checkbox"/> Word of mouth <input type="checkbox"/> Hospice newsletter <input type="checkbox"/> Other (please state) <input type="checkbox"/> Promotional email
Terms and Conditions	
Your booking will be confirmed by post or email.	
Deposit?	
An invoice will be sent to the address given above. Payment will be required within 30 days.	
Signature:	Date:

* We offer discounts for regular bookings – please contact us for details.

**Concessionary rates available for voluntary organisations and partner organisations.

Data protection In accordance with the Data Protection Act 1998, we are required to inform you that your details will be retained and held on file for administrative purposes by The Hospice of St Francis. Please be assured that we will not pass this information on to any other organisation unless we have your prior consent.

Please return to Janet Oates, Education Administrator, The Hospice of St Francis, Spring Garden Lane, off Shootersway, Berkhamsted, Herts HP4 3GW. T: 01442 869550 F: 01442 877685 E: janet.oates@stfrancis.org.uk www.stfrancis.org.uk

Hospice of St Francis Catering

Menu A

Platter of freshly made Sandwiches with nibbles, crisps and fruit

£5.50 per head

Menu B

A choice of 2 cold main courses with a choice of 2 freshly made salad dishes

includes Orange or Apple Juice and water

£8.00 per head

Menu C

Choice of 2 homemade hot main courses with a choice of 2 freshly made salads *or* 2 choices of vegetables

Fruit platter

Orange or Apple Juice and water

£10.50 per head

Unlimited Tea, Coffee and Fruit Tea per half day with biscuits

£1.50 per head

Tea, Coffee, Fruit Tea and homemade cake

£3.00 per head

Sample dishes

Hot or Cold

Quiche Lorraine

Brie & Broccoli Quiche

Cherry Tomato and 2 Cheese Quiche

Hot

Chicken in a Lemon and Herb Sauce

Beef Lasagne (vegetable if required)

Lamb Moussaka

Vegetable Plait

Shepherds Pie

Fish Pie (3 fish and prawns)

Cauliflower and Broccoli Cheese

Leek, Bacon and Cheese Pasta Bake

Broccoli, Mushroom and Cheese Pasta Bake

Cold

Home cooked Ham with Mustard Mayo

Mixed Fish Platter with Tartar Sauce

Poached Salmon with Hollandaise Sauce

Salads

Green Salad

Potato Salad

Mixed Bean, Cherry Tomato and Olive Salad

Waldorf Salad (with pears)

Apple & Lime Coleslaw

Selection of Breads with butter

Vegetables

New Potatoes or Rice

Mediterranean Roast Vegetables

Mixed Seasonal Vegetables

Selection of Breads with Butter