Advanced Wine Order Form

CITMA Christmas Lunch

Friday 2nd December 2022

PLEASE COMPLETE IN BLOCK CAPITALS

Company Name Number of tables

Address Table Numbers (if known)

 No of guests attending

Table Host Telephone No

Contact Name Telephone No

Contact Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PAYMENT

All beverage orders in excess of £500.00 are required to be settled prior to the event via the secure online portal as follows – <https://www.royallancaster.com/payment-events/>

Please use the SAGE payment option

WINE ORDERS OVER £500.00 WITHOUT PAYMENT SUCCESS WILL NOT BE PROCESSED

Orders under £500.00 do NOT require prepayment. Settlement to be made by chip & pin machine or cash when the invoice is presented on the day of the event. No credit can be given for settlement after the event under any circumstances. Cheques will not be accepted.

A DISCRETIONARY 12.5% SERVICE CHARGE WILL BE ADDED TO YOUR BILL

YOUR CHOICE OF WINES / CHAMPAGNE AFTER DINNER

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Bin No. | Quantity Per Table | Price Per Bottle | Cost£ |  | After Dinner Drinks | To Be Offered |
|  |  |  |  |  | Port | Yes/ No |
|  |  |  |  |  | Brandy | Yes/ No |
|  |  |  |  |  | Liqueurs | Yes/ No |
|  |  |  |  |  |

OTHER DRINKS: PER TABLE

|  |  |  |  |
| --- | --- | --- | --- |
| Beer/ Soft Drinks |  | Total | £ |
|  |  |  |  |