

## University Centre Folkestone Refreshment Request

Please complete this form in triplicate and return to UCF Reception, a signed copy will be returned to you as confirmation. For orders received or requested **within 48 – 24 hours** of service a surcharge of **£0.50 per person** will be applied. Orders received or requested **within 24 hours** of service, a surcharge of **£1.00 per person** will be applied

<b>Contact person</b>		<b>Telephone number</b>	
<b>Head of Dept Signature</b>		<b>Date</b>	

<b>Date Required:</b>	<b>Department/Cost Code:</b>	<b>Special Dietary Requirements &amp; Numbers:</b>

<b>First Serving</b>	<b>Serving Location/Room</b>	<b>Serving Time:</b>	<b>Clearing Time:</b>	<b>No. of people:</b>
		<b>Quantity</b>	<b>Cost Per Person</b>	<b>Total</b>
Delegate Package (selection of tea, coffee, oj and water )			£1.60	
Coffee - per cup			£1.30	
Tea- per cup			£1.30	
Hot Chocolate – per cup			£1.30	
Orange Juice (jug serves 5 people)			£2.10	
Litre Bottled of Still Water (serves 5 people)			£2.10	
Litre Bottled of Sparkling Water (serves 5 people)			£2.10	

<b>Second Serving</b>	<b>Serving Location/Room</b>	<b>Serving Time:</b>	<b>Clearing Time:</b>	<b>No. of people:</b>
		<b>Quantity</b>	<b>Cost Per Person</b>	<b>Total</b>
Delegate Package (selection of tea, coffee, oj and water )			£1.60	
Coffee - per cup			£1.30	
Tea- per cup			£1.30	
Hot Chocolate – per cup			£1.30	
Orange Juice (jug serves 5 people)			£2.10	
Litre Bottled of Still Water (serves 5 people)			£2.10	
Litre Bottled of Sparkling Water (serves 5 people)			£2.10	

<b>Third Serving</b>	<b>Serving Location/Room</b>	<b>Serving Time:</b>	<b>Clearing Time:</b>	<b>No. of people:</b>
		<b>Quantity</b>	<b>Cost Per Person</b>	<b>Total</b>
Delegate Package (selection of tea, coffee, oj and water )			£1.60	
Coffee - per cup			£1.30	
Tea- per cup			£1.30	
Hot Chocolate – per cup			£1.30	
Orange Juice (jug serves 5 people)			£2.10	
Litre Bottled of Still Water (serves 5 people)			£2.10	
Litre Bottled of Sparkling Water (serves 5 people)			£2.10	

<b>Light Snacks</b>	<b>Serving Location/Room</b>	<b>Serving Time:</b>	<b>Clearing Time:</b>	<b>No. of people:</b>
		<b>Quantity</b>	<b>Cost Per Person</b>	<b>Total</b>
Fresh Fruit			£0.90	
Crisps and Nuts			£0.80	
Chocolate Chip Peanut Cookie			£0.90	
Carrot Cake			£2.10	
Lemon Polenta Cake ( gluten free )			£2.10	
Russian Tea Cake			£0.90	
Polish Fruit Loaf			£1.30	
Date Scone with Butter			£1.10	
Biscuits			£0.60	

To discuss your requirements, please contact Sweet Rendezvous on 01303 243232

\* Please note that a minimum of 6 people is required for all orders, all prices exclude V.A.T\*