**Customer and event details:**

**Cambridge Paella Company**

**Catering Enquiry/Booking Form**

**Customer Name:**

**Email:**

**Phone:**

**Type of Event**:

**Estimated number of people:**

**Event Address:**

**Event Date:**

**Event Start Time:**

**Desired Service Time:**

**Please specify parking availability:**

**Any access restrictions that we need to be made aware of (for unloading purposes)?**

**Food Information**:

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**Paella choice and numbers:**

**Do you require service in compostable boxes? (Or will you be providing your own plates and cutlery?)**

**Name:**

**Date:**

**Signed:**

TERMS AND CONDITIONS:

Event dates will be kept open until a completed booking form is returned. Deposit payable on return of booking form:: Minimum £100 or 10% of total cost.

On return of the completed booking form, the terms and conditions will be deemed as accepted by the customer.

\*Final head count must be confirmed no less than five working days before the event date.

All costs are to be paid on completion of the event. Payment can be made by cash on the night or by bank transfer within 3 days of the event date. Account Number: 80680338 Account Name: S Nutland Sort Code: 20-05-06

Cancellation of the event may render the customer liable for the following cancellation charges: - - Cancellation within 4 weeks of the event date: loss of deposit. Cancellation within 1 week of the event date: up to 50% of total costs.