

**PENRYN CAMPUS – DRINKS RECEPTION ORDER FORM**

Please email the completed form to **hospitality@fxplus.ac.uk**

For queries call the Hospitality Team on **01326 259379 (x259379), 01326 370428 (x1428)**

Orders must be received **7 working days** prior to the required date.

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| **EVENT DETAILS***Only 1 form per day. Events over multiple days require a separate form for each day.* |
| **Event title** |  | **Event date** |  |
| **Contact name** |  | **Contact tel.** |  |
| **FINANCE DETAILS***POs* ***must*** *be provided below. Orders will not be processed without a PO number.* |
| **PO Number** |  | **Cost code** |  |
| **DELIVERY DETAILS***The bar team schedule your order using the information below* |
| **Event start** |  | **Event end** |  |
| **Catering room** |  |
| **Building** |  | **No. of attendees** |  |
| **FURTHER REQUIREMENTS***Please ensure any further requirements are stated below and not in the email itself.* |
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| **BEVERAGE (inc. glass hire)** | **PRICE** | **Quantity** | **Choice/Notes** |
| Calaveras Red (House) | £12.50 |  |  |
| Catarratto White (House) | £12.50 |  |  |
| Calaveras Rose (House) | £12.50 |  |  |
| Altozano Cabernet Sauvignon | £18.00 |  |  |
| Altozano Sauv Blanc | £18.00 |  |  |
| Castelli Pinot Rose | £18.00 |  |  |
| Famiglia Botter Prosecco | £18.00 |  |  |
| Peroni Lager Beer (330ml) | £3.20 |  |  |
| Doom Bar Amber Ale | £4.20 |  |  |
| Rattler Cider (Apple, Pear, Peach, Berry, Pineapple) (500ml) | £4.50 |  |  |
| Sparkling Elderflower (options available) | £5.50 |  |  |
| Orange Juice (Jug) | £4.00 |  |  |
| Cranberry Juice (Jug) | £4.00 |  |  |
| Still Water (750ml glass bottle) | £2.00 |  |  |
| Sparkling (750ml glass bottle) | £2.00 |  |  |
| Cocktails (garnished glass) | £4.50 |  |  |
| Mocktails (garnished glass) | £2.50 |  |  |
| **STAFFING (24hr format)** | **£10.50 ph/pp** |  | **Start: End:**  |
| **TOTAL COST** |  |

**ORDER SUBMISSION**

The submission of this form is not a confirmation of order. The client is responsible for ensuring they have received their confirmation booking contract from the Hospitality Team. Once received, please ensure that all details including the quote are correct. This form is for use for internal events only. If the invoice is to be paid by an external client, please contact Hospitality team for advice.

**TERMS & CONDITIONS**

**ORDERING POLICY:** 7 working days’ notice is required for both drinks orders and staffed events. Drinks & glasses at non-staffed events will be delivered by the bar team and ***will not*** be set up.

**CANCELLATION POLICY:** a minimum of 48 hrs notice of cancellation is required for drinks orders and staff. Special orders and orders over £250 may incur a charge.

**LICENSING TERMS:** Penryn Campus licensing regulations must be adhered to as a breach could result in removal of the campus license. AMATA events requiring alcohol must be notified to Hospitality team immediately to ensure licensing terms are not contravened. The Stannary bar is licensed to be open 09:00-00:30 & supply alcohol 10:00-00:00hrs

**SECURITY:** Security will be required and supplied for certain events, and this may incur an additional cost. We will inform you of the details if applicable.

**SALE OR RETURN:** the bar does not operate a sale or return policy.

**One bottle of wine contains 6 small (125ml) glasses. Sparkling Elderflower & Orange Juice/Cranberry Juice are served in jugs which contain approximately 5 glasses.**

If you require staff to serve at your function, an additional charge of £10.50 per person per hour will be charged.

Enquire with the bar for cocktails, mocktails, special requested products or any other queries @ Jordan.Westmoreland@fxplus.ac.uk or hospitality@fxplus.ac.uk