



**Civic
Centre
Uckfield**



Conference Catering

Jug of iced tap water included in all room rates

Tea/Coffee and Biscuits	£1.35 per person
Tea/Coffee and Pastries Special	£3.00 per person
Fruit Juice	£7.95 per jug (serves 12) <i>Orange or Apple</i>
Elderflower Cordial with Sparkling Water	£7.95 per jug (serves 12)
Mineral Water	£1.50 per 500ml bottle <i>Still or Sparkling</i>

Buffets

Buffet No. 1 £6.25 per person
Selection of sandwiches (including Ham, Tuna, Cheese and Tomato, Egg Mayonnaise), Crisps, Sausage Rolls, Assorted Cakes OR Seasonal Fruit

Buffet No. 2 - Minimum number 10 persons (includes Tea and Coffee) £8.35 per person

As for Buffet 1 with the addition of two of the following savouries.

Savouries:

Potato Wedges & dips V GF
Southern-fried Chicken Strips
Tempura Battered King Prawns
Vegetable Spring Rolls V
Vegetable crudité's & dips V GF
V-vegetarian GF = gluten free

Please note that there is a minimum charge of £10 for all invoiced conference refreshments and catering.

Speciality Teas, Hot Chocolate and Coffees such as Latte', Cappuccino and Americano can be purchased from Luxfords Restaurant.

Alternatively, you can reserve a table in Luxfords Restaurant – open from 9.30am to 3pm.

Booking Details

Booking No:	Date of Venue Hire:
Room:	No. of delegates:
Start time: am/pm	Finish time: am/pm
Contact Name:	Company/Organisation/Dept:
Address for Invoicing:	Purchase Order No:

Please Note:

Should my catering requirements for this booking change from those stated below, including any changes in numbers, or cancellation, I undertake to notify Luxfords Restaurant at least four days in advance of the booking in respect of food. I understand that failure to give the required notice makes me liable to settle in accordance with presented invoices.

Signed:

Date:

Print Name:

REFRESHMENT REQUIREMENTS

Morning: Coffee/Tea & Biscuits **Required at:**

Afternoon: Coffee/Tea & Biscuits **Required at:**

Evening: Coffee/Tea & Biscuits **Required at:**

LUNCH

Menu:

Menu Selections (where relevant):

Price per person:-

Beverages:

EVENING

Menu:

Selections (where relevant):

Price per person:-

Beverages:

BAR

Required from: pm

Until: pm/am
The latest you may hire the bar is up to 12.30am

Additional Information: Please give details of any special dietary requirements you may have (vegetarian, vegan, coeliac, diabetic, etc):