



Title of Event

Organisation
Contact Name
Address
Post Code
Telephone
e-mail

Name and Address for Invoice (if different)

Event Details Day: Start Time: Numbers expected:
Date: End Time:
Set Up From: Public Enter at: Clear from Venue by:

Numbers	Menu Type	Guide Price	Numbers	Menu Type	Guide Price
<input type="text"/>	Tea, Coffee & Biscuits	£ 2.00	<input type="text"/>	Reception Drinks	£ POA
<input type="text"/>	Tea, Coffee, Cake or Scone	£ 4.00	<input type="text"/>	Canapes	from £ 8.25
<input type="text"/>	Tea, Coffee, Sandwiches & Cake	£ 7.25	<input type="text"/>	Fork Buffet	from £ 9.95
<input type="text"/>	Tea, Coffee, Soup & Sandwiches	£ 7.75	<input type="text"/>	2 Courses	from £ 18.50
<input type="text"/>	Tea, Coffee & Ploughman's	£ 8.25	<input type="text"/>	3 Courses	from £ 21.95

Minimum numbers apply
All prices per person and may vary

Brief Description of Function

Are there any special features? (e.g. Guest speakers, VIP guests)

Will you be bringing any special equipment?

Any special requirements?

Event Enquiry - please see Form 1
Group Tour Enquiry - please see Form 3

For Office Use:
Event Approved / Rejected
Signed:
Dated:

I have read and understood the Cathedral's Booking Terms and Conditions:
Signed
Print Name
Date

Reason for Rejection / Special Conditions

Please return this form by e-mail to: hospitality@chestercathedral.com
or by post to: Hospitality Manager, Chester Cathedral, 12 Abbey Square, Chester, CH1 2HU
Telephone enquiries: 01244 500964

You will be contacted by the hospitality manager to discuss the details of your enquiry and provide a quote for your catering.
All events in the Cathedral are subject to approval.
Once confirmed, any deposits paid may not be refunded and changes to requirements may incur additional charges.