

Zodiac Food Services : Function Form

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- Zodiac staff will clear after functions until 3.00 pm. **After 3.00 pm organisers (the person making the booking) is responsible for clearing.** Catering must not be left in rooms**. Talk to Leon about your options.
- Standard layouts apply to all spaces. You are responsible for setting and re-setting of spaces, including moving tables on behalf of the catering staff.
- Catering will not be set up in stairwells, landings or corridors.
- Final numbers: **under 100** - 72 hours prior. **Over 100** : five working days prior
- Invoices based on final numbers



Day and date of function:	Organisation: Faculty PSA PBV Other:
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Name of function:	Number of people:
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Your name:	Department:
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Phone:	Mobile:	Email:	Fax:
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Catering venue (all catering spaces must be booked):	Location: Sissons Scott Manning Building 404 Floor:
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Function start time:	Function finish time:	OR	Time to be collected:
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Type of catering:	Breakfast	Morning tea	Lunch	Afternoon tea	Dinner	Cocktail function	Other:
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Options:	Coffee/tea	Orange juice	Mineral water	Sweet biscuits	Sandwiches	Pitta wraps	Hot/cold savouries	Cheese/fruit platter
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Other:

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Signature	Cost Centre and Fund (Monash only)
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** Some exceptions apply (check with the bookings office for details). Spaces are available, and used, from 7.00 am – 10.00 pm, every day.