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# ORDER FORM

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Catering by

*Martha*



# Order Details

martha.org.au

## How to order with us:

1. Review package options on previous pages
2. Download and then fill out form below; include package and how many meals you'd like.
3. Save your completed form and then email it to us: [hello@martha.org.au](mailto:hello@martha.org.au)

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**Day & date of event**

*(e.g Friday 8 August)*

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**Name of event**

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**Location of event**

Victor Peters Suite (\$250)

Southern Cross Hall (\$350)

External (pick up)

Other

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**Name of contact for event**

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**Phone number of contact**

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**Total number of guests**

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**Tea and coffee**

@ \$3 per head

Single Batch Brew Coffee @ \$5 per head

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**Linen required**

@ Market price to hire

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**Times for service**

Morning Tea

Lunch

Afternoon Tea

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*Names of guests with dietary requirements and additional information for allergies.*

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**TERMS AND CONDITIONS**

Catering must be ordered at least 1 week in advance of event. Catering and all dietary requirements must be confirmed no later than 2 working days before the event. Any cancellations within 2 working days will incur a 30% cancellation fee. Cancellations within 12 hours will incur full cost. Any event requiring Alcohol must be advised at least 4 weeks prior to proposed event, subject to approval - conditions apply.



# Order Form

martha.org.au

OFFICE USE ONLY

<b>Day &amp; date of event</b>		<b>Name of contact</b>		
<b>No. of guests</b>				
<b>Location of event</b>	VPS	SCH	External	Other
<b>Times for service</b>	Morning Tea	Lunch	Afternoon Tea	

**Morning / Afternoon Tea** 3 Options - \$12 or 4 Options - \$16 per head (office only)  
 QTY. Item choice

Option 1				
Option 2				
Option 3				
Option 4				
Additional items				

**Dietary requirement box** QTY. **Box choice**  
 \$15 per head Choose one box per dietary requirement

<b>GLUTEN FREE / VEGETARIAN</b>				
<b>VEGAN / DAIRY FREE</b>				

**Lunch** 3 Options - \$20 or 4 Options - \$26 (office only)  
 QTY. Item choice

Option 1				
Option 2				
Option 3				
Option 4				
Additional items				

**Dietary requirement box** QTY. **Box choice**  
 \$20 per head Choose one box per dietary requirement

<b>GLUTEN FREE / CELIAC BOX</b>				
<b>VEGETARIAN / VEGAN BOX</b>				
<b>DAIRY FREE BOX</b>				

<b>Office only</b>	<b>TOTAL</b>