

BUFFET BOOKING FORM

MASONIC & PRIVATE FUNCTIONS



Orsett Masonic
Hall Limited

1. BOOKING & CONTACT DETAILS – please complete all sections

Name of Lodge/Function:	
Date of Meeting/ Function:	
Contact Person	
Contact Telephone Numbers:	
Approx. Number of Diners:	

2. KEY TIMES

Request for Bar opening? (Please select)		Approximate time required:	
Start time of your Meeting/Function:		Approximate start dining time:	
Tea/Coffee/Biscuits? (Enter no. Reqd.) *		Approximate time required:	
* PLEASE NOTE: Calling off Tea, Coffee and Biscuits for 35 covers and under will be supplied by Orsett Masonic Hall. Above this number will be supplied by Affordable Catering.			

3. BUFFET REQUESTED

Please enter your choices/options below (See menu for options available)

FINGER BUFFET	
BRONZE BUFFET	
SILVER BUFFET	
GOLD BUFFET	
AFTERNOON TEA	
HOME MADE CAKES	
TEA & COFFEE & BISCUITS	
TEA COFFEE & PASTRIES	

4. SPECIAL DIETRY REQUIREMENTS

Any other requirements? (Allergies, Gluten free etc.)	
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At least 21 days before the date of your function, please complete all parts of this form by clicking on each field and enter your selection. Save your completed form as **OMHL Buffet Booking Form**, followed by your initials and the date of your function i.e. '**OMHL Buffet booking Form BSS 01012024**'. Then send a copy of your saved form to the Hall Manager Jackie Firmin at jfdiver@live.com and to Affordable Catering at hannah@aforderblecatering.co.uk You should receive a confirmation within 48 hours of submission of the form, from both Jackie Firmin and Hannah at Affordable Catering.

Final numbers and dietary requirements must be sent 72 hours prior to the function, together with a table plan showing seating and dietary requirements. Jackie Firmin can also be contacted on 07758-237726 and Hannah at Affordable Catering on 01268-565610, but all bookings, changes and final details must be confirmed by Email.