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**RHODES UNIVERSITY**  
Where leaders learn

## FUNCTIONS / EVENTS CATERING REQUEST (LUNCH/DINNER/COCKTAILS)

Residential Operations – Conferencing \* E-Mail: catering @ru.ac.za \* Tel: 046 603 8129

Functions – Charmaine Avery \* Tel 046 603 8558 / 082 801 2391 (5132)

<b>EVENT</b>					
<b>EVENT ORGANISER</b>					
<b>DEPARTMENT</b>					
<b>TEL / CELL</b>					
<b>ACCOUNT CODE</b>		<b>INTERNAL</b>		<b>EXTERNAL</b>	

	<b>LUNCH</b>	<b>DINNER/COCKTAILS</b>
<b>DATE</b>		
<b>TIME REQUIRED</b>		
<b>NUMBER OF GUESTS</b>		
<b>CHARGE IF KNOWN</b>		
<b>VENUE</b>		

<b>LUNCHEONS / SUPPERS</b>	<b>ITEMISED NO. AS PER SAMPLE MENU</b>
<b>FINGER LUNCH/SUPPER</b>	
<b>COCKTAILS</b>	
<b>PUB LUNCH/SUPPER</b>	
<b>BUFFET LUNCH/SUPPER</b>	
<b>SIT DOWN MEAL</b>	
<b>BRAAI</b>	

<b>CATERING REQUIREMENTS</b>		<b>DRINKS - PLEASE INDICATE</b>	
		<b>ON CONSUMPTION</b>	<b>CEILING LIMIT</b>
		<b>AMOUNT R</b>	
		<b>LIST DRINKS REQUIRED :</b>	
<b>OFFICE USE</b>			
<b>CATERING CHARGE</b>	<b>R</b>		
<b>OVERTIME AMOUNT</b>	<b>R</b>		
<b>DRINKS CHARGE</b>	<b>R</b>		
<b>TOTAL AMOUNT</b>	<b>R</b>		
<b>IDO NO</b>			

**SIGNATURE** \_\_\_\_\_