

Ref No

Final Date for Return

Marrick Priory
Numbers and Dietary Requirements

This form is most important for ensuring the smooth running of your visit therefore please make sure it reaches the Priory before the date given above.

Name of Organisation

Name of Contact

Tel No **Fax** **Email**

Arrival: Day.....Date.....Time..... (Friday 6pm – 8pm, Monday after 1pm)

Departure: Day.....Date.....Time..... (Friday by 10am, Sunday by 3pm)

Programme: By now your activity programme should have been finalised with the Priory. If this is not the case, please contact the Deputy Head of Centre immediately.

Numbers: The following information is very important for catering purposes.

Group

Leaders

Males

Males

Total Number

Females

Females

Average Age

(to act as a guide to menu planning)

Dietary Requirements: Please list below any dietary requirements, for example halal and/or allergies, (including names).

Dietary Requirement	Number	Names

Birthdays: Please let us know if a birthday falls during your visit and you would like a birthday cake providing. This will probably form the dessert course of that meal.

Yes/No. Name

Please indicate below any extra meals **in addition** to above numbers who are supplied with breakfast, lunch & evening meal daily (any dietary requirements should be added to the above table).

	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Breakfast							
Lunch							
Evening meal							

A standard light meal will be provided on Friday evening. If a more substantial meal is required (additional charge will apply), please contact the Housekeeper to discuss your needs.

NB. We work from a one choice menu

Signature of Contact **Date**