



Corporate and Performing Arts Venue Catering Request Form

Event name		Date	
Client Name (Personal/Company)			
Contact Person 1 (Main Coordinator)			
Mobile phone		Office phone	
E-mail			

The following is a list of standard catering items for your convenience.
You are welcome to request or suggest alternatives not included here.

ITEM	DESCRIPTION
Beverages	
Bottled water	Tea/Coffee/Juice Sherry Wine per glass
Wine per glass + snacks	Potato Crisps/peanuts/raisins/pretzels and Dip Sauces
Confectionaries & Platters	
Dry Biscuits	Home-baked short bread style biscuits SERVED WITH Tea/coffee/juice
Muffins	Home-baked, served @ 2x pp, with butter, cheese and jam SERVED WITH Tea/coffee/juice
Croissants	On-site baked, served with butter, cheese and jam SERVED WITH Tea/coffee/juice
Apple-Danish	On-site baked SERVED WITH Tea/coffee/juice
Snack Platter #1	60 Snacks > 10 pax x 6 snacks per platter. Snack examples include: mini-hamburgers, meatballs, chicken strips, mini savoury tarts, mini samoosas, mini "vetkoek" with mince filling
Snack Platter #2	42 Snacks > 7 pax x 6 snacks per platter. Contents could include some items from Snack Platter #1 and more filling items such as riblets, chicken sosaties and stuffed eggs
Sandwich Platter	60 quarter sandwiches > 10 pax x 6 sandwiches. Variety of sandwich fillings.
Confectionary Platter	50 Confectionary items > 10 pax x 5 units. Variety of sweet treats.
Buffet / Self-service style Meals	
Health & Vegetarian	Muesli, Fruit, Yoghurt, Toast, Croissants, Butter, cheese and jam served with Tea/coffee/juice
Bosveld Breakfast	Sausage, Bacon, Scrambled Eggs, Baked Beans, Tomato, Toast, Butter, cheese and jam served with Tea/coffee/juice
Lunches	
Lunch Meal #1	Choose from one of the following: Lasagne OR Chicken a la king OR Chicken pie OR Macaroni & cheese PLUS salad and a bread roll served with Tea/coffe/juice (no dessert)
Lunch Meal #2	1 Meat, 1 starch, 1 veg, 1 salad & 1 dessert (includes tea/coffe/juice)
Lunch Meal #3	2 Meats (or 1 meat and 1 fish), 2 starch, 2 veg, 2 salads & 1 dessert served with Tea/coffe/juice
Lunch Meal #4	3 Meats (or 2 meat and 1 fish), 2 starch, 2 veg, 2 salads & 2 desserts served with Tea/coffe/juice
Vegetarian Lunch (with or without dessert options)	
Vegetarian Lunch #1	Vegetable Lasagne with salad, bread roll without dessert served with Tea/coffee/juice
Vegetarian Lunch #2	Vegetable Lasagne with salad, bread roll with 1x dessert served with Tea/coffee/juice
Vegetarian Lunch #3	Vegetable Lasagne with salad, bread roll with 2x desserts served with Tea/coffee/juice

BREAKFAST (usually served in the Marula Hall)			CHECKLIST		
Served at TIME:			Clean	Setup	Recon
Health/Vegetarian Breakfast	QTY				
Bosveld Breakfast	QTY				
Tea/coffee/Juice	QTY				
Bottled Water	QTY				

MID-MORNING TEA/COFFEE (usually served in the Marula Hall)			CHECKLIST		
Served at TIME:			Clean	Setup	Recon
Tea/Coffee	QTY				
Dry Biscuits	QTY				
Croissants	QTY				
Apple Danish	QTY				
Muffins	QTY				
Confectionary Platters	QTY				
Sandwich Platters	QTY				

LUNCH (usually served in the Marula Hall)			CHECKLIST		
Served at TIME:			Clean	Setup	Recon
Lunch Sandwich Platters	QTY				
Lunch Snack Platter #1					
Lunch Snack Platter #2	QTY				
Buffet Menu #1	QTY				
Buffet Menu #2	QTY				
Buffet Menu #3	QTY				
Buffet Menu #4	QTY				
Vegetarian Option #1 (no dessert)	QTY				
Vegetarian Option #2 (1x dessert)	QTY				
Vegetarian Option #3 (2x desserts)	QTY				
Lunch Bottled Water	QTY				
Lunch Tea/Coffee/Juice	QTY				

MID-AFTERNOON TEA/COFFEE (usually served in the Marula Hall)			CHECKLIST		
Served at TIME:			Clean	Setup	Recon
Tea/Coffee	QTY				
Dry Biscuits	QTY				
Croissants	QTY				
Apple Danish	QTY				
Muffins	QTY				
Confectionary Platters	QTY				
Sandwich Platters	QTY				

SHOW CATERING: ARTISTS (served in Tamboti Room)			CHECKLIST		
Served at TIME:			Clean	Setup	Recon
Bottled Water	QTY				
Tea/Coffee	QTY				
Dry Biscuits	QTY				
Muffins	QTY				
ITEMS below for 5+ persons:					
Menu #1	QTY				
Snack Platter #1	QTY				
Snack Platter #2	QTY				
Sandwich Platters	QTY				
Confectionary Platters	QTY				

SHOW CATERING: GUESTS (served in Marula Hall, usually during Interval)			CHECKLIST		
Served at TIME:			Clean	Setup	Recon
Pre-show sherry	QTY				
Wine per glass	QTY				
Wine with snacks (package)	QTY				
Snack Platter #1	QTY				
Snack Platter #2	QTY				
Sandwich Platter	QTY				
Confectionary Platter	QTY				
Tea/Coffee/Juice	QTY				
Tuck Shop*	QTY				

MISCELLANEOUS SETUP REQUIREMENTS			CHECKLIST		
			Clean	Setup	Recon
Tablecloths Navy Blue	QTY				
Tablecloths Emerald Green					
Tablecloths White					
Overlay #1 White	QTY				
Overlay #2Burgundy					
Overlay #3 Bronze	QTY				
Paraffin Lanterns	QTY				
Ashtrays (glass & outside only)	QTY				
Flower stand (large: 1 only)	QTY				
Flower stand (small)	QTY				

Additional requirements:

Please use this space for any requirements that are not captured in the list above.