

# RECEPTION PACKAGE BOOKING FORM

**EVENT: SCL Luncheon 2023**



**Company name** (as it should appear on our signage):

Tel:

Email:

Host name / Contact name:

**Number of attendees:**

Please send us a jpeg (or similar format) of your company logo to enhance the signage

## Hosted Bar Package:

(Please tick / specify how many)

Champagne Package

☐

English Sparkling Package

☐

Wine Package

☐

Brewer's Bar Package

☐

Soft Drinks Package

☐

## Enhancements:

(Please tick if required)

Canapés:

☐

Crudités:

☐

**Total Cost: £50 set up fee plus beverage package fee as chosen above**

## Special notes and requests:

(please list here):

## PAYMENT METHOD

### Credit Card Payment:

Prior to the event you will be sent a [SECURE 3C PORTAL LINK](#) to provide us with credit card payment details for the payment for your reception drinks package.

Electronic VAT receipt will be available post event.

**Please complete and return this Hosted Bar form at least [5 working days](#) prior to the event**