

## The Gateway Coffee Shop

Telephone 01743 367614

The Gateway Education & Arts Centre, Chester St. Shrewsbury SY1 1NB

Tel. 01743 355159 Fax. 01743 358951

Society/Organisation .....

Name of Organiser.....

Full address .....

.....

Postcode ..... Daytime tel. no.....

Day required ..... Date required .....

Order number/subjective & cost centre if applicable .....

Number of refreshments required:

### Time:

Coffee..... **Purchase Order No:** .....

Tea ..... Buffet .....

Lunch .....

Other .....

**For evening and weekend bookings** please state time of interval:

Expected start of interval ..... Expected finish of interval .....

Do you require refreshments from the coffee shop during the interval? .....

*Please inform us of any **amendments** to original booking no later than **two days prior** to the event.*

**Cancellation** of a booking **MUST** be put in writing prior to the event or a **full charge** will be made.

Please make sure that all details are recorded, in order that your requirements can be carried out efficiently.

Date ..... Signed .....

### **Data Protection Notice**

Any information provided to Shropshire County Council either relating to an invoice or in establishing an account with the Council may be shared with third parties for the purposes of tracing, recovery of debts and the prevention of fraud where necessary.

The Council will both now and in the future monitor and record information relating to your performance and payment history and this information will form part of the information shared with such credit reference agencies.

Any such credit reference agencies may keep a record of such enquiries made by the Council and may share this information with other businesses using their services.

### **Credit Terms**

All invoices are due for payment in full within **20 calendar days** of the invoice date.

**Purchases £10 and under must be paid in cash.**