

# The Gateway Coffee Shop

Telephone 01743 367614

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

Tel. 01743 355159 Fax. 01743 358951

Organisation / Society Name			
Name of contact / organiser			
Full address			
		Post code:	
Telephone No.:			
Mobile No:			
Email:			
Order number / subjective & cost centre (if applicable)			

<b>DETAILS OF REFRESHMENT REQUIREMENTS:</b>						
<b>Please speak to our staff, before ordering, about food allergies and intolerance.</b>						
Day & date required:						
<b>Item</b>	<b>Time</b>	<b>Quantity</b>	<b>Time</b>	<b>Quantity</b>	<b>Time</b>	<b>Quantity</b>
Coffee / Tea						
Lunch – Please indicate by circling which buffet menu or if a 'tab' lunch is required (Tab lunch is food ordered directly in the coffee shop and a tab kept)						
<b>A</b>		<b>B</b>		<b>Tab</b>		
Lunch	Time			Quantity		
Other (please specify)						

*Before ordering please speak to our staff about **food allergies and intolerances.***

*Evening and weekend catering will incur an additional charge. Please speak to the catering manager.*

*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.*

Signed:..... Date: .....

**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. 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.