



KYNETON COMMUNITY HOUSE REQUEST FOR CATERING

Please submit this form to: food@kynetoncommunityhouse.org.au

This form MUST be received five working days prior to the date of your function

Name	
Name of Organisation	
Address	
Contact Phone Number Email	
Name of Function Type of Function (Lunch, dinner, social event)	
Address where food is to be delivered to Or Who will collect food from our kitchen	

Number of people	Adults	Children
Date/s and Time/s required		
Contact Person at Venue		
Mobile Number at Venue		

Food required Please list Dietary requirements (i.e. Gluten free; dairy free; vegetarian; nut allergy)	e.g. sandwiches, scones, jam and cream, charcuterie, birthday cake, finger food
Do you require any of the following (please circle)	Bottled water Tea Coffee Fruit Juice
Notes/Comments	

Kyneton Community House in house catering only:

Budget	
To which program is the catering to be charged	
Who will serve the food at the function Who will clean up following the function	
Comments/Notes	

Signed: Position:

Please print name: Date:

