

## Catering package order form

### Thebarton Community Centre

**Civic Centre**  
165 Sir Donald Bradman Drive  
Hilton, SA 5033  
**Tel** (08) 8416 6333  
**Fax** (08) 8443 5709  
**Email** [csu@wtcc.sa.gov.au](mailto:csu@wtcc.sa.gov.au)  
**Website** [westtorrens.sa.gov.au](http://westtorrens.sa.gov.au)



**Please complete this form in black or blue ink in BLOCK LETTERS.**

Surname:	First name:
Contact details: Mobile:	Email:
Booking date(s):	Time service required:
Do you wish the service area to be set up within the assigned meeting room/space or the tea area? (Please only choose one option).	
<input type="checkbox"/> Meeting room <input type="checkbox"/> Tea area	
<b>Catering packages</b>	
Please choose which catering package you require. Refer to the 'catering options' brochure for more information.	
<input type="checkbox"/> Fresh catering package (\$3.50 per person per break).	
<input type="checkbox"/> Self-service catering package (\$3 per person per break)	
<input type="checkbox"/> Nespresso Machine catering package (\$2.50 per person per break)	
Number of people:	
How many service breaks do you require?	
Special requirements (ie food allergies, gluten free, vegetarian):	
<b>Terms and conditions</b>	
Bookings for tea and coffee service must be made at least 2 weeks before the required booking date and payment should always be made in advance.	
The City of West Torrens reserves the right, without notice, to remove service or service options at any time.	
Machines are used at your own risk.	
Event / meeting organiser should make themselves available for an induction prior to the event date for instruction of machine use.	
Users of the tea and coffee service should follow the instructions and guidelines of use at all times.	
The user agrees to pay for any repair required to the equipment and surrounds following any intentional or unintentional damages.	
Signed:	Date:
Please return completed form to:	
Email: <a href="mailto:csu@wtcc.sa.gov.au">csu@wtcc.sa.gov.au</a>	
Fax: 8443 5709	
Post / in person: The City of West Torrens, 165 Sir Donald Bradman Drive, Hilton SA 5033	