

ADVANCE FOOD ORDER FORM

Name of event: The BCI Forum Limited

Date: 9th to 13th November 2015

To: Michell Palad

Senior Event Manager

Conference and Events Department

Hilton London Metropole Hotel

Edgware Road

London, W2 1JU

Email: michell.palad@hilton.com

Phone: 44 (0)207 616 6436

From:

Name: _____

Company: _____

Address: _____

Postcode: _____

Tel No: _____

Exhibition Stand No: _____

Item	Price	Quantity
Moring & Breakfast Breaks (for menus see below)		
Breakfast Break 1	£7.50 + VAT per person	
Breakfast Break 2	£7.50 + VAT per person	
Breakfast Break 3	£7.50 + VAT per person	
Pastry Break	£5.50 + VAT per person	
Hilton Cookie Break	£5.50 + VAT per person	
Afternoon Breaks (for menus see below)		
Vitality Breakfast	£9.00 + VAT per person	
Afternoon Break 1	£7.50 + VAT per person	
Afternoon Break 2	£7.50 + VAT per person	
Afternoon Break 3	£7.50 + VAT per person	
Afternoon Tea	£12.000 + VAT per person	
Smoothie Break	£5.50 + VAT per person	
Ice Cream and Sorbet Brea	£5.50 + VAT per person	
All Day Refreshments (for menus see below)		
Fruit Bowl	£30.00 + VAT	
Pastry Basket	£35.00 + VAT	
Cookie Platter	£20.00 + VAT	

ADVANCE BEVERAGE ORDER FORM

Name of event: The BCI Forum Limited

Date: 9th to 13th November 2015

To: Michell Palad

Senior Event Manager

Conference and Events Department
Hilton London Metropole Hotel
Edgware Road
London, W2 1JU

Email: michell.palad@hilton.com

Phone: 44 (0)207 616 6436

From:

Name: _____

Company: _____

Address: _____

Postcode: _____

Tel No: _____

Exhibition Stand No: _____

Code	Beverage	Price	Quantity
Champagne			
C1	Heidsieck & Co. Monopole Silver Label Brut NV, Reims, France	£52.00	
C2	Heidsieck & Co. Monopole Rosé Brut NV, Reims, France.	£56.00	
Sparkling Wine			
SP1	Codorniu Brut NV, Spain.	£32.00	
White Wine			
W1	Airen Ayrum Blanco, Valdepenas, Spain.	£22.00	
W2	Cullinan View Chenin Blanc, Western Cape, South Africa.	£24.00	
W3	Los Romeros Sauvignon Blanc, Central Valley, Chile.	£26.00	
W4	Moonfish Bay Chardonnay, SE Australia.	£27.00	
W5	Pontebello Pinot Grigio, Australia.	£28.00	
W6	Rare Vineyard Marsanne Viognier, France.	£31.00	
W7	Sauvignon Blanc Vavasour, Awatere Valley, Marlborough New Zealand.	£35.00	
W8	Chablis Louis Jadot, Burgundy, France.	£39.00	

Red Wine			
R1	Arium Tempranillo Garnacha, Valdepenas, Spain.	£22.00	
R2	Merlot Bonavita, SE Australia.	£28.00	
R3	Montepulciano d'Abruzzo, Marchesini, Abruzzo, Italy.	£27.00	
R4	Flagstone Longitude Cabernet Shiraz Malbec, South Africa	£29.00	
R5	Graffigna Malbec, Argentina.	£30.00	
R6	Vina Pomal Centenario Rioja Crianza, Spain	£32.00	
R7	Shingleback Red Knot Shiraz, Australia.	£34.00	
Rose Wine			
P1	Château La Gordonne, Provence, France	£30.00	
Beers			
B1	Peroni	£4.50	
B2	Kronrnbourg	£4.50	
B3	Stella Artois	£4.50	
B4	Becks	£4.50	
B5	Becks Blue - alcohol free	£4.00	
Non-alcoholic drinks			
	Orange Juice (1litre jugs)	£12.00	
	Mineral Water - Strathmore Water 1Ltr - Still	£4.90	
	Mineral Water - Strathmore Water 1Ltr - Sparkling	£4.90	
	Mineral Water - Strathmore Water 500ml - Still	£3.30	
	Mineral Water - Strathmore Water 500ml - Sparkling	£3.30	
	Coca-Cola 330ml can	£3.00	
	Diet Coke 330ml can	£3.00	
	Fanta 330ml can	£3.00	
	Sprite 330ml can	£3.00	

BREAKFAST/MORNING BREAKS

Breakfast Break 1

£7.50 + VAT

Vegetable & tomato and shallot lattice, fruits and vegetables Juices,
Tropical Fruit kebab Greek yoghurt dip

Breakfast Break 2

£7.50 + VAT

Mini Ham & cheese croissant, prunes, fruit and vegetables Juices,
selection of apple Danish pastries

Breakfast Break 3

£7.50 + VAT

Assorted Mini muffins, Greek Yoghurts with fruit compote,
fruits and vegetables Juices, Melon balls

Pastry Break

£5.50 + VAT

Danish Pastries
Chocolate and Almond Croissants
American Muffins
Croissants

Hilton Cookie Break

£5.50 + VAT

Double Chocolate Chip Cookies
Flapjacks
Shortbread

Cupcake Break

£5.50 + VAT

Selection of cupcakes

Vitality Breakfast

£9.00 + VAT

Healthy Breakfast
Granola and healthy Bar, actimel, kiwi and strawberry skewer

MINIMUM ORDER IS 10 SERVINGS

AFTERNOON BREAKS

Afternoon Break 1

£7.50 + VAT

Assorted mini savory bagel, vegetables crisps, Assorted Mini Fruit tarts,
Cranberries juice

Afternoon Break 2

£7.50 + VAT

Ham and cheddar mini loaf, Passion & Mango cakes,
chocolate milk shake

Afternoon Break 3

£7.50 + VAT

Tiger prawn in potato shell, Dark Chocolate & Beetroot cakes,
Fresh Apple juice

Smoothie Break

£5.50 + VAT

Smoothie Break, Two Types
Fruit Kebabs

Ice Cream and Sorbet Break

£5.50 + VAT

Ice cream and Sorbet

Cupcake Break

£5.50 + VAT

Selection of cupcakes

Afternoon Tea

£12.00 + VAT

Finger Sandwiches
Scones, Clotted Cream and Strawberry Jam
Fruit Cakes, Tea Pastries

**MINIMUM ORDER IS 10 SERVINGS
ALL DAY REFRESHMENTS**

Fruit Bowl
£30.00 + VAT

Fruit bowl with fresh whole fruits for 10 people

Pastry Basket
£35.00 + VAT

Selection of Danish Pastries for 10 people

Cookie Platter
£20.00 + VAT

Selection of Hilton Cookies for 10 people

**Credit Card Payment Authorization Form
Hilton London Metropole**

Please complete all areas below. Incomplete requests may be rejected. This form must be received at least 5 business days prior to the Check-In, or by specified date in Event Contract, to ensure acceptance of the credit card to be charged.

Do not send completed form by email.

FAX COMPLETED FORM TO: _____ ATTN: _____

HOTEL USE ONLY: Date:

Authorized Amount: Approval Code: Date:

CARDHOLDER - Please complete the following section and sign/date below.

Guest / Group Name

Check-In / Event Date

Name of Person/Group Making Reservation: Phone:

Cardholder Name as it appears on Credit Card:

Cardholder Billing Address:

City: State: Postcode:

Daytime /Business Telephone: Evening Telephone:

Credit Card Number: Expiration Date:

Credit Card Type: (Circle one) Visa/MasterCard American Express Discover JCB Diners Club

Credit Card Issuing Bank Name:

Bank Phone Number (from back of your credit card):

I agree to cover the following categories of charges: (Please circle)

All Charges Room & Tax Food & Beverage Retail Recreation

I agree to cover the above categories of charges up to a Maximum Amount of £ _____

DIRECT BILL ACCOUNT PAYMENTS ONLY: (For direct billing customers paying by credit card)

Name on Invoice/Statement _____ Date on Invoice/Statement _____

Invoice/Statement Number _____ Authorized Amount £ _____

Note: Charges for room and tax, group deposits or direct bill account payments will be charged to your credit card on departure and authorised immediately. Any incidental charges circled above will be charged at the time of checkout.

Amount to be immediately charged to credit card for room and taxes or deposit: £

Final Balance Billed to Credit Card (hotel use only): £

By signing below, you authorize the hotel to charge your credit card immediately for the amount indicated above, up to the "Maximum Amount" indicated above. You further acknowledge that if "all charges" has been selected, then all guest/group related charges (less Deposit) will be charged to the above card number at the time of checkout or event conclusion.

Cardholder Signature: Date:

*** Please note unless ALL CHARGES are guaranteed by the 3rd party all guests will be requested to provide a**

Method of Payment upon check in to guarantee for any incidental charges incurred. An authorisation of

£50.00 per night will be applied.*