**Catering Order Options**

**Option 1** – Direct via email

Send an email requesting catering to [catering@amory.com.au](mailto:catering@amory.com.au)

or call us on 9634 4000.

**Option 2** – Use a Template

Complete the Catering Order Template below and email to [catering@amory.com.au](mailto:catering@amory.com.au)

**Catering Order Template**

To select a chef’s selection package template - Click on package links below

[All day Conference Packages](#All_day_Conference_Packages)

[Morning & Afternoon Tea Packages](#Morning_Tea_Packages)

[Working Lunch Packages](#Working_Lunch)

[Formal Boardroom Lunch](#Boardroom_Lunch)

[Cocktail Party Packages](#Cocktail_Party)

|  |  |  |  |
| --- | --- | --- | --- |
| All day Conference Packages | | | |
| DEPARTMENT: |  | REFERENCE/ P.O. No. |  |
| FIRST NAME: |  | SURNAME: |  |
| PHONE NUMBER: |  | MOBILE: |  |
| EMAIL ADDRESS: |  | | |
| **EVENT DETAILS** | | | |
| EVENT DAY: |  | DATE |  |
| GUEST NUMBERS : |  | NOTES |  |
| VENUE NAME : |  | VENUE CONTACT : |  |
| VENUE ADDRESS : |  | | |
|  |  | | |
| PACKAGE REQUIRED: | (For more information on packages visit [www.amory.com.au/Dept-Industry-Packages](http://www.amory.com.au/Dept-Industry-Packages) )  BUDGET DAY CONFERENCE PACKAGE: YES/NO  DAY CONFERENCE PACKAGE: YES/NO  PREMIUM DAY CONFERENCE PACKAGE: YES/NO | | |
|  | | | |
| Services required | **ARRIVAL**: YES/NO **MORNING TEA:** YES/NO **LUNCH**: YES/NO **AFTERNOON TEA:** YES/NO | | |
| Type of service | **DROP OFF ONLY**: YES/NO **ONSITE SERVICE STAFF REQUIRED:** YES/NO | | |
| **On Arrival Break** Guest arrival/ service time |  | NOTES |  |
| **Morning Break** Guest arrival/ service time |  | NOTES |  |
| **Lunch Break** Guest arrival/ service time |  | NOTES |  |
| **Afternoon Break** Guest arrival/ service time |  | NOTES |  |
|  |  |  |  |
| ADDITIONAL REQ: | BEVERAGES: YES/NO | NOTES |  |
|  | CROCKERY: YES/NO | NOTES |  |
|  | ON SITE WAITSTAFF: YES/NO | NOTES |  |
|  |  | NOTES |  |
| ADDITIONAL INFO: Please include any dietary requirements | | | |

Please note: all template catering requests are a guide only.

We will contact you via email to confirm all catering requirements

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| Morning & Afternoon Tea Packages | | | |
| DEPARTMENT: |  | REFERENCE/ P.O. No. |  |
| FIRST NAME: |  | SURNAME: |  |
| PHONE NUMBER: |  | MOBILE: |  |
| EMAIL ADDRESS: |  | | |
| **EVENT DETAILS** | | | |
| EVENT DAY: |  | DATE |  |
| GUEST NUMBERS : |  | NOTES |  |
| VENUE NAME : |  | VENUE CONTACT : |  |
| VENUE ADDRESS : |  | | |
| PACKAGE REQUIRED: | (For more information on packages visit [www.amory.com.au/Dept-Industry-Packages](http://www.amory.com.au/Dept-Industry-Packages) )  STANDARD PACKAGE: YES/NO  PREMIUM PACKAGE: YES/NO | | |
|  | | | |
| Services required | **ARRIVAL**: YES/NO **MORNING TEA:** YES/NO **AFTERNOON TEA:** YES/NO | | |
| Type of service | **DROP OFF ONLY**: YES/NO **ONSITE SERVICE STAFF REQUIRED:** YES/NO | | |
| **On Arrival Break** Guest arrival/ service time |  | NOTES |  |
| **Morning Break** Guest arrival/ service time |  | NOTES |  |
| **Afternoon Break** Guest arrival/ service time |  | NOTES |  |
| ADDITIONAL REQ: | COFFEE & TEA: YES/NO | NOTES |  |
|  | FRESH JUICE: YES/NO | NOTES |  |
|  | FRESH FRUIT PLATTER: YES/NO | NOTES |  |
|  | CROCKERY: YES/NO | NOTES |  |
|  | ON SITE WAITSTAFF: YES/NO | NOTES |  |
|  | OTHER | NOTES |  |
|  |  | NOTES |  |
| ADDITIONAL INFO: Please include any dietary requirements | | | |

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| Working Lunch Packages | | | |
| DEPARTMENT: |  | REFERENCE/ P.O. No. |  |
| FIRST NAME: |  | SURNAME: |  |
| PHONE NUMBER: |  | MOBILE: |  |
| EMAIL ADDRESS: |  | | |
| **EVENT DETAILS** | | | |
| EVENT DAY: |  | DATE |  |
| GUEST NUMBERS : |  | NOTES |  |
| VENUE NAME : |  | VENUE CONTACT : |  |
| VENUE ADDRESS : |  | | |
|  |  | | |
| PACKAGE REQUIRED: | (For more information on packages visit [www.amory.com.au/Dept-Industry-Packages](http://www.amory.com.au/Dept-Industry-Packages) )  WORKING LUNCH OPTION 1: YES/NO  WORKING LUNCH OPTION 2: YES/NO  WORKING LUNCH OPTION 3: YES/NO  PREMIUM BUFFET OPTION : YES/NO | | |
|  | | | |
| Services required | **LUNCH**: YES/NO | | |
| Type of service | **DROP OFF ONLY**: YES/NO **ONSITE SERVICE STAFF REQUIRED:** YES/NO | | |
| **Lunch Break** Guest arrival/ service time |  | NOTES |  |
| ADDITIONAL REQ: | BEVERAGES: YES/NO | NOTES |  |
|  | CROCKERY: YES/NO | NOTES |  |
|  | FRESH JUICE: YES/NO | NOTES |  |
|  | FRESH FRUIT PLATTER: YES/NO | NOTES |  |
|  | COFFEE & TEA: YES/NO | NOTES |  |
|  | ON SITE WAITSTAFF: YES/NO | NOTES |  |
|  |  | NOTES |  |
|  |  | NOTES |  |
| ADDITIONAL INFO: Please include any dietary requirements | | | |

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| Formal Boardroom Lunch Packages | | | |
| DEPARTMENT: |  | REFERENCE/ P.O. No. |  |
| FIRST NAME: |  | SURNAME: |  |
| PHONE NUMBER: |  | MOBILE: |  |
| EMAIL ADDRESS: |  | | |
| **EVENT DETAILS** | | | |
| EVENT DAY: |  | DATE |  |
| GUEST NUMBERS : |  | NOTES |  |
| VENUE NAME : |  | VENUE CONTACT : |  |
| VENUE ADDRESS : |  | | |
|  |  | | |
| PACKAGE REQUIRED: | TWO (2) COURSE FORMAL LUNCH: YES/NO  THREE (3) COURSE FORMAL LUNCH: YES/NO | | |
|  | | | |
| Services required | **LUNCH**: YES/NO | | |
| Type of service | **ONSITE SERVICE STAFF REQUIRED:** YES (AMORY TO PROVIDE) / NO (CLIENT TO PROVIDE) | | |
| **Lunch Break** Guest arrival/ service time |  | NOTES |  |
|  |  |  |  |
| ADDITIONAL REQ: | BEVERAGES: YES/NO | NOTES |  |
|  | CROCKERY: YES/NO | NOTES |  |
|  | FRESH JUICE: YES/NO | NOTES |  |
|  | COFFEE & TEA: YES/NO | NOTES |  |
|  | ON SITE WAITSTAFF: YES/NO | NOTES |  |
|  | ON SITE CHEF: REQUIRED | NOTES |  |
|  |  | NOTES |  |
|  |  | NOTES |  |
| ADDITIONAL INFO: Please include any dietary requirements | | | |

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We will contact you via email to confirm all catering requirements

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| --- | --- | --- | --- |
| Cocktail Party Packages | | | |
| DEPARTMENT: |  | REFERENCE/ P.O. No. |  |
| FIRST NAME: |  | SURNAME: |  |
| PHONE NUMBER: |  | MOBILE: |  |
| EMAIL ADDRESS: |  | | |
| **EVENT DETAILS** | | | |
| EVENT DAY: |  | DATE |  |
| GUEST NUMBERS : |  | NOTES |  |
| VENUE NAME : |  | VENUE CONTACT : |  |
| VENUE ADDRESS : |  | | |
|  |  | | |
| PACKAGE REQUIRED: | (For more information on packages visit [www.amory.com.au/Dept-Industry-Packages](http://www.amory.com.au/Dept-Industry-Packages) )  1 hour – Chef’s Selection of 6 items : YES/NO  2 hour – Chef’s Selection of 8 items : YES/NO  3 hour – Chef’s Selection of 10 items : YES/NO | | |
|  | | | |
| Services required | **DROP OFF ONLY**: YES/NO **ONSITE CHEF & STAFF REQUIRED:** YES/NO | | |
| Type of service | **ONSITE SERVICE STAFF REQUIRED:** YES (AMORY TO PROVIDE) / NO (CLIENT TO PROVIDE) | | |
| **Cocktail Party** Guest arrival/ service time |  | NOTES |  |
|  |  |  |  |
| ADDITIONAL REQ: | BEVERAGES: YES/NO | NOTES |  |
|  | GLASSWARE & BAR EQUIPMENT : YES/NO | NOTES |  |
|  | ON SITE CHEF: YES/NO | NOTES |  |
|  | ON SITE WAITSTAFF: YES/NO | NOTES |  |
|  |  | NOTES |  |
|  |  | NOTES |  |
|  |  | NOTES |  |
|  |  | NOTES |  |
| ADDITIONAL INFO: Please include any dietary requirements | | | |

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