



Lancaster Terrace, London W2 2TY

ADVANCED WINE AND DRINKS ORDER FORM
CITMA Christmas Lunch
Friday 1st December 2023

Company Name \_\_\_\_\_ Name of table \_\_\_\_\_
Address \_\_\_\_\_ Table No's (if known) \_\_\_\_\_
No of guests attending \_\_\_\_\_
Table Host \_\_\_\_\_ Telephone No \_\_\_\_\_
Contact Name \_\_\_\_\_ Telephone No \_\_\_\_\_

YOUR CHOICE OF WINES / CHAMPAGNE

Table with 4 columns: Bin No., Quantity Per Table, Price Per Bottle, Cost £

AFTER DINNER DRINKS

Table with 2 columns: After Dinner Drinks, To Be Offered. Rows include Port, Brandy, Liqueurs.

OTHER DRINKS: PER TABLE

Table with 1 column: Beer/ Soft Drinks

Table with 2 columns: Total, £

PAYMENT

All beverage orders in excess of £500.00 are required to be settled prior to the event via the secure online portal as follows - https://www.royallancaster.com/payment-events/

All payments are to be made in pounds sterling. Please use digit 1 when prompted for an invoice number

WINE ORDERS OVER £500.00 WITHOUT PAYMENT SUCCESS WILL NOT BE PROCESSED

Orders under £500.00 do NOT require prepayment. Settlement to be made by chip & pin machine or cash when the invoice is presented on the day of the event. No credit can be given for settlement after the event under any circumstances. Cheques will not be accepted.

A DISCRETIONARY 12.5% SERVICE CHARGE WILL BE ADDED TO YOUR BILL

ALL PRICES INCLUDE VAT @ 20%.

Please return to the Royal Lancaster Hotel no later than Friday 24th November 2023

EMAIL: wineorders@royallancaster.com TELEPHONE: 020 7551 6000

All information furnished by the client to the hotel is confidential. The hotel will only disclose the client's confidential information to persons or entities who need this information to perform their roles within the hotel.

For the full details of the Lancaster Landmark Hotel Company Ltd privacy policy, please refer to www.royallancaster.com/privacy-policy.