



Enterprising Communities is the **Ballarat Neighbourhood Centre's** social enterprise program. **Our Kitchen SE** delivers Learn Local hospitality training, work experience and education / employment pathways to our long term unemployed clients. All catering proceeds are used to fund the social enterprise program.



Our Kitchen Catering Order Form

Note: This form must be submitted 5 working days prior to event. Contact reception for the catering menu or email: reception@ballaratnc.org.au with any questions

Organisation			
Contact Person			
Phone			
Email			
Date of Catering		Day of Week	
Event Title			
Give a brief description of the event			
BNC In-house catering	<input type="checkbox"/> YES <input type="checkbox"/> NO	Off-site Catering	<input type="checkbox"/> YES <input type="checkbox"/> NO
BNC Room booking required	<input type="checkbox"/> YES <input type="checkbox"/> NO	Purchase order no	
Payment type	<input type="checkbox"/> Cash <input type="checkbox"/> Credit Card <input type="checkbox"/> Invoice	Billing Name (If different to person ordering catering)	
Details for Invoice (include department, project, etc.)			



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Billing Email / Address			
Note: Catering will arrive on trays unless set up is required this will incur an extra fee for set up and pack down			
Order will be * 10% discount if offered for orders picked up from BNC	<input type="checkbox"/> Picked Up * <input type="checkbox"/> Delivery	Address for delivery	
Dishes will be	<input type="checkbox"/> Collected <input type="checkbox"/> Dropped Back to BNC	Number of people	
Time of delivery/pick up		Time to collect dishes	
Disposable cutlery, plates and serving ware – \$20 fee	<input type="checkbox"/> YES <input type="checkbox"/> NO	Non-disposable serving ware - \$30 fee	<input type="checkbox"/> YES <input type="checkbox"/> NO
Dietary requirements please include number of people	<input type="checkbox"/> Halal	<input type="checkbox"/> Sugar Free	
	<input type="checkbox"/> Vegetarian	<input type="checkbox"/> Vegan	
	<input type="checkbox"/> Gluten free	<input type="checkbox"/> Other:	
Staff required for event	<input type="checkbox"/> YES <input type="checkbox"/> NO	Serving staff required	<input type="checkbox"/> YES <input type="checkbox"/> NO
Number of staff for set up		Number of staff for Pack down	



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Notes & Special Instructions:



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Office Use only:

Quote Number		Catering quote attached	<input type="checkbox"/> YES <input type="checkbox"/> NO
Invoice Number		Invoice Sent	<input type="checkbox"/> YES <input type="checkbox"/> NO
Staff Contact Details			
Volunteers Contact Details		Number of Volunteers	

Contact Details:

Ballarat Neighbourhood Centre Inc.
 11 Tuppen Drive, Sebastopol. Vic 3356
 Po Box 540W. Ballarat. Vic 3350
 P: 03 5329 3273
 E: reception@ballaratnc.org.au