



**GROSVENOR HOUSE**  
A JW MARRIOTT HOTEL  
LONDON

EVENT: BRITISH BOOK INDUSTRY AWARDS		
DATE: 9 <sup>TH</sup> MAY 2016		
Company Name:		
Address:	Telephone Number:	
	E-mail:	
	Contact person:	
Host Name:	Title:	
Number of Tables:	Numbers Attending:	Table Number/s (if known):

**YOUR CHOICE OF WINES & CHAMPAGNES**

Bin No.	Quantity Per Table	To Be Opened	Price Per Bottle

**AFTER DINNER DRINKS**

After Dinner Drinks	To Be Offered
Port	Yes / No
Brandy	Yes / No
Liqueurs	Yes / No

**OTHER DRINKS PER TABLE:**

<b>Sparkling Mineral Water</b>	£5.70 per bottle:
<b>Still Mineral Water</b>	£5.70 per bottle:

Beer / Soft Drinks / Other beverages:
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**YOUR CHOICE OF ALTERNATIVE MEALS:**

Name of Guest	Special Dietary Requirement -Vegetarian, Allergies, etc...	Table No.

**PLEASE NOTE: ALL WINE ORDERS AND PRE-PAYMENTS MUST BE RECEIVED 48 HOURS IN ADVANCE**  
Wine orders received on the event day will not be processed; however the table host can place orders at the table with their allocated wine waiter. Please be aware that a slight delay may be experienced when ordering at the table

**THE FORM MUST BE COMPLETED AND RETURNED TO US BY FAX ON 0207 399 8306**  
For your own protection, please avoid posting or forwarding your credit card details via email.

Should you wish to pre-pay by credit/debit card, please request a Credit Card Authorisation Form; alternatively to pre-pay for your order in advance, please make your cheque payable to GH Operating Company Ltd, and mark for the attention of the Private Hospitality Department, leaving seven working days for clearance.

**Should you have any queries, please contact us on 0207 399 8122/8449 or [Grosvenor-house.private.hospitality@marriott.com](mailto:Grosvenor-house.private.hospitality@marriott.com)**

A discretionary 12.5% service charge will be added to all beverages. A full VAT receipt can be obtained from your wine waiter on the evening on settlement of your bill.

**Payment Guarantee – These details are taken as a GUARANTEE ONLY and full payment will be requested on the table from the host, either by cash or credit/debit card**

Please tick type of credit card:    Amex     MasterCard     Diners     Visa

Card Number: ..... Expiry Date: .....

Signature: ..... Cardholder's Name: .....

NB. We reserve the right to charge the credit card details above in the event of the table host not settling the account on the evening with the full value indicated on the bill.

Grosvenor House, A JW Marriott Hotel  
86-90 Park Lane, London, W1K 7TN United Kingdom