


CSAI Reception Reservation Form (R 1.17)

REF.:

STEP 1: RESERVE A CATERING LOCATION

Date of party: format dd/mm/yy

30-Nov-17

Time of party: format hh:mm

From: **18:00** To: **19:00**

Number of guests:

40

Location:	Cafeteria & Aventino max. 800 persons	Terrace & Aventino max. 420 persons	Half Cafeteria max. 250 persons	Indonesia max. 80 persons	Sheikh Zayed Lounge (including external area) max. 100 persons
Aventino	All Cafeteria max. 560 persons	Terrace max. 260 persons	Aventino max. 160 persons	Arbre de la vie max. 170 persons	

Name of customer	Corte dei conti - Servizio affari amministrativi e attività negoziale		
Customer's Billing address	Via Antonio Baiamonti, 25 - 00195 Roma	Room / Tel.:	06.3876.8026
Payment method	Bonifico		
Oracle Budget Code		B.H. signature	
VAT registration number		Fiscal code:	80218670588

(Should a last minute request be made by ODG, a prior booking would be cancelled)

Note: no food or beverages prepared outside the FAO premises are allowed in the locations mentioned above without written authorisation from Administration.

STEP 2: SELECT A MENU (any service cancellation will be charged as per the Contractual terms)

(Contact PEDEVILLA Manager, Room C-878, Ext. 54268 Cell.: 340-9553315)

catering-pedevilla@fao.org

	Guests	Total
International Cocktail	<input type="checkbox"/>	€18
Italian Cocktail	<input type="checkbox"/>	€26
Light Cocktail	<input type="checkbox"/>	€9
BIO Sustainable cocktail	<input type="checkbox"/>	€24
Sustainable cocktail	<input type="checkbox"/>	€20
Sustainable cocktail light	<input type="checkbox"/>	€10

Additional service requested :	Qty	Cost	
Menu Bio Sustainable	40	€26.00	€1,040.00
<u>Beverages :</u> white wine 0.75 lt	5	€12.00	€60.00
red wine 0.75 lt	4	€12.00	€48.00
sparkling wine 0.75 lt	6	€12.00	€72.00

Waiters required (1 Waiter €78.4 for every 40 persons) = 1 €78.40

Average cost per person €32.46

Total payable to Pedevilla S.p.A. (prices are VAT10% not included) = €1,298.40

(Payable within 30 days of the function, cash, bancomat, credit card, Bank transfer or cheques, euro only)

* Beverages include mixed drinks, wine, beer, soft drinks, fruit juices and mineral water.

** Includes mineral water and ice only; other drinks will be provided by the client.

Any service cancellation will be charged as per the Contractual terms
STEP 3: FAO SUPPORT COSTS:

CSAI support cost	Attention treasury: please credit FAO budget code: GF. CSAID.RAY0701050000.6176	€135.00
CSDU cost security service		
Total FAO support costs (to be paid to room D-202)		€135.00

Note: Should any FAO support costs be applicable, the client should submit within 48 hours the FAO Treasury payment receipt or the Oracle budget code to be debited and the name and signature of the authorized budget holder to the Catering Liaison Officer in order to confirm the booking. Failure to present either of these proofs of payment will result in the cancellation of the booking

STEP 4: FINAL AUTHORIZATION

(1) Accepted by client

(2) FAO Catering Facilities Management, CSAI

Note: booking is invalid without all two signatures.

Aventino room

30/11/2017

Menù Sostenibile

Polpettine di Ceci

Quadrotti di Pizza farcita alle verdure grigliate

Bruschettine con Pomodoro, crema di formaggio

Pasta alle verdure stagionali

Orzo alle erbe aromatiche

Spiedini di Pesce

Arancini

Straccetti di Pollo

Rotolini di frittata

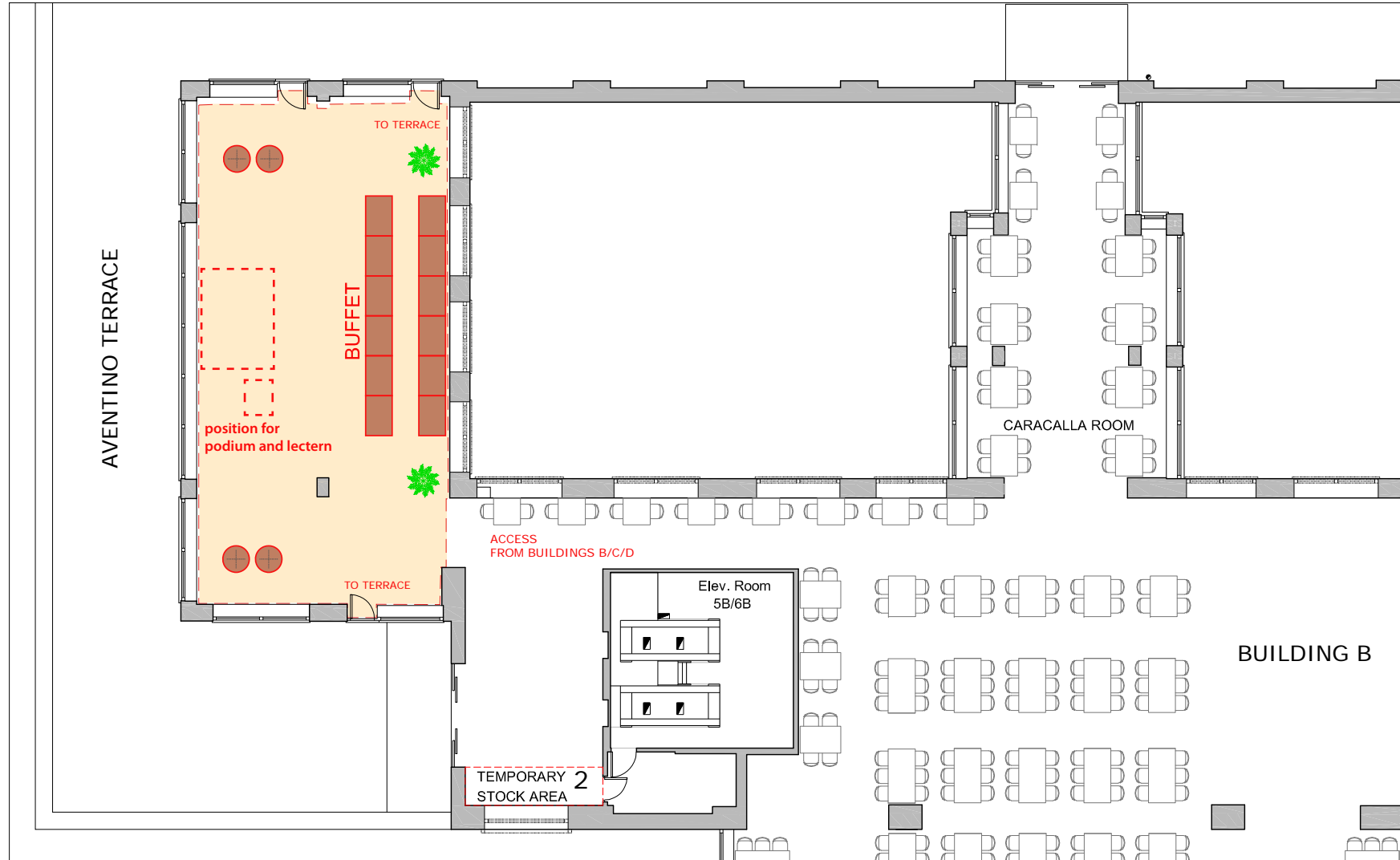
Ciambellone di Legumi

Acqua

Succhi di frutta

€ 26.00

Waiter service not included



PORTER SERVICE INCLUDES:		DIMENSIONS:	112.97 mq	CAPACITY:	160 people
Remove and rearrange all items	temporary stock areas 1 (next to cafeteria cashiers) and 2				
Buffet / Drinks	12 tables 120x80 cm				
Plants	2				
Pics	4				
Upon Request:	<input type="checkbox"/> podium	<input type="checkbox"/> lectern			