



Hotel Richmond Pre Order Form

first
food lounge bar

Booking Name: _____

Booking Date: _____ Time: _____ No. of Guests: _____

Contact Number: _____ Food service time: _____

Name	Meal Order	Price	Hotel Use
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			

Please note: Pre orders for 10 guests or more are to be placed BY 10:00AM THE DAY PRIOR.
If your group is **over 20 guests**, the pre-order must be received **2 working days prior to your booking**.