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**Final Booking Form- TO BE SUBMITTED AT LEAST 3 WORKING DAYS PRIOR TO MEETING**

Please complete this form and return via email to: [office@cardiffmasonichall.co.uk](mailto:office@cardiffmasonichall.co.uk)

Please make sure to CC your email to: [FOHmanager@cardiffmasonichall.co.uk](mailto:FOHmanager@cardiffmasonichall.co.uk)

|  |  |
| --- | --- |
| **Booking Details** | |
| Lodge/Chapter |  |
| Date of booking |  |
| Dining Organiser |  |
| Contact telephone |  |
| Contact email |  |
| Dining Time |  |
| Numbers Dining |  |
|  |  |
| ‘Meal of the Week’ number |  |
| ‘Meal of the Week’ alternatives |  |
|  |  |
| Masonic Dining Menu Select   * Starter * Main Course * Dessert   Dietary Requirements |  |
| Room Layout |  |
| Temple booked |  |
| Ceremony Start Time |  |
|  |  |
|  |  |
| Installation Yes/No |  |
| Gun Room required? |  |
| Gun Room Contact |  |
| Candles/candelabras |  |
| Linen - Napkins, Cloths |  |
|  |  |
| Bar tab required |  |
| Bar tab contact |  |
| Additional Items |  |
|  |  |

**Drinks pre-order**

Please pass on the invitation to pre-order drinks at the bar.  
Members and visitors can simply choose and pay before the ceremony and their drinks will be waiting for them in the bar without them having to wait before being served.