

CATERING FEEDBACK FORM

You must complete this form every time you arrange for catering by a designated external caterer and return it to Governance within one week of the event.

Contract No:

Contractor Used:

Unit:

Contact Officer :

Contact's Phone:

Who Organised Catering

☐ Unit

☐ Hall Bookings

Date of Function/Event

Event Type:

Event Venue:

How Many Attended:

Cost of Catering for Event:

Were you happy with the quality and quantity of food provided? (Please elaborate in space provided)

☐ Yes (Excellent)

☐ Yes (Good)

☐ Satisfactory

☐ No

Were you happy with the service?

☐ Yes (Excellent)

☐ Yes (Good)

☐ Satisfactory

☐ No

Was delivery as arranged? (Please elaborate in space provided.)

☐ Yes

☐ No

Any other comments:
