

F&B – COCKTAIL – BUTLER PASS CANAPES ORDER FORM

[OF-016]

This is an order form for Butler-Pass Canapés. Please complete this form and return to your dedicated Experience Manager no later than 21 days prior to move-in day of the event.

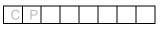
All forms are to be completed by the signatory of the licensing agreement. To change authorised personnel for submissions, please complete AP-001 Change in Authorised Personnel Permit.

Contact Details

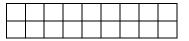
Licensee/Authorised Party's Name:

Event Name:

Licensing Agreement Number:



Contact Number:



Terms & Conditions

- Upon submission of this form, Suntec Singapore will issue a contract for endorsement.
- Invoices will be issued upon receipt of signed contract.
- Pre-payment is required for all orders.
- Orders will only be confirmed once a signed contract has been returned and payment has been made.
- Order forms are applicable for pre-orders only. Submission of pre-orders should follow the stipulated timeline.
- Minimum order for canapés is 2 trays, per selection, per sitting, per day.
- F&B items will be made available and set in accordance to the date/time provided within this form. The time provided in this form should be the <u>service time</u> please do not buffer a setup time.
- For food safety reasons, the maximum service time is 2 hours.
- Suntec Singapore reserves the right to revise the indicative prices and menu items without any prior notice given.
- All confirmed orders are non-refundable and non-returnable.
- All prices are subject to 10% service charge and prevailing government taxes.
- All standard terms and conditions apply.
- All information is intended as a guide only.

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Technical Specifications

The table below is an overview of logistical inclusions:

	Inclusions: Butler Pass Canapés
Furniture	SETUP: Standing F&B option, with socialise tables arranged where applicable. F&B SETUP: Food service will be butler passed.
Crockery & Glassware	Canapés will be served in bite-sized servings in disposable ware.
Linen	White paper napkins will be provided.
Floral	Complimentary artificial floral decoration will be provided on socialise tables where applicable. Fresh floral options can be arranged at an additional charge, for orders see [OF-023 Floral Order Form].
Room Rental	Cocktail reception to be held within existing contracted space, additional space required will be on a chargeable basis.
Service Time	From 1800hrs onwards.
Menu Tasting	Menu tasting can be arranged on a chargeable basis at the prevailing menu price per person. Each menu tasting is subject to a minimum of 10 pax, per menu.
Beverage	Beverages can be purchased via [OF-004 F&B – Beverage – Order Form].
VIP Service	Not applicable for this service.
Layout / Space Requirements	Floor plans will be provided by your Experience Manager.
Menu	See Service Offerings.

Order Submission

Orders r	Orders required are to be stated below:								
ltem Code	Price	Start Date/Time	End Date/Time	Location	Quantity	Total Price			
		:	:						
		:	:						
		:	:						
		:	:						
		:	:						
		:	:						
		:	:						
		:	:						
		:	:						



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Service Offerings

	Cold [Served in Platters of 24]						
ltem Code	Item	Unit of Measurement	Price				
BPC001	Poached Australian Scallop with Roasted Almond & Orange Shooter	Per platter	\$95.00				
BPC002	Mini Apple with Crabmeat Salad	Per platter	\$75.00				
BPC003	Mozzarella Ball with Tomato & Basil Pesto (V)	Per platter	\$75.00				
BPC004	Barbecue Shrimp with Roasted Pineapple	Per platter	\$85.00				
BPC005	Seared Tuna Tataki with Citrus Salsa & Shiso Cress	Per platter	\$85.00				
BPC006	Char Siew Chicken with Furikake on Cucumber	Per platter	\$85.00				
BPC007	Boursin Cheese with Dried Apricot & Cranberry Dust (V)	Per platter	\$85.00				

Hot [Served in Platters of 24]

ltem Code	ltem	Unit of Measurement	Price
BPC008	Peking Duck with Spring Onion, Cucumber & Sweet Sauce wrapped in Crêpe	Per platter	\$85.00
BPC009	Escargot with Baby Spinach & Hollandaise in Mini Vol Au Vent	Per platter	\$85.00
BPC010	Mini Vol Au Vent with Forest Mushroom Ragout & Chives (V)	Per platter	\$85.00
BPC011	Soya Glazed Chicken Skewers with Pina Colada Sauce	Per platter	\$85.00
BPC012	Pepper Baby Lamb Loin with Morels	Per platter	\$85.00
BPC013	Stir-Fried Shrimp with Chilli Crab Sauce	Per platter	\$85.00

	Sweet [Served in Platters of 24]							
ltem Code	Item	Unit of Measurement	Price					
BPC014	Chocolate Dipped Strawberries (V)	Per platter	\$85.00					
BPC015	Pumpkin Crème Brûlée (V)	Per platter	\$75.00					
BPC016	Manjari Chocolate Mousse with Crunchy Pearls (V)	Per platter	\$75.00					
BPC017	Chocolate Pecan Brownie (V)	Per platter	\$85.00					

(V) denotes vegetarian dishes.

	Special Dietary [4 Pieces Individually Plated]							
ltem Code	Item	Unit of Measurement	Price					
BPC018	Butler Pass Canapés [Vegetarian / Vegan – Western] *	Per person	\$17.60					
BPC019	Butler Pass Canapés [Vegetarian / Vegan – Chinese] *	Per person	\$17.60					
BPC020	Butler Pass Canapés [Vegetarian / Vegan – Indian] *	Per person	\$17.60					
BPC021	Butler Pass Canapés [Jain] *	Per person	\$17.60					
BPC022	Butler Pass Canapés [Low Fibre / Bland Meal] *	Per person	\$17.60					
BPC023	Butler Pass Canapés [Gluten Free / Non-Dairy] *	Per person	\$17.60					
BPC021 BPC022 BPC023	Butler Pass Canapés [Jain] * Butler Pass Canapés [Low Fibre / Bland Meal] *	Per person Per person	\$17.6 \$17.6					

* Items provided will be chef's selection and individually plated. These items do not contain seafood.



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	Coffee & Tea – A La Carte						
Item Code	Item	Unit of Measurement	Price				
ECT053	Coffee Air Pot	Per unit	\$40.00				
ECT054	Tea Air Pot	Per unit	\$40.00				
ECT055	Coffee Canister	Per unit	\$180.00				
ECT056	Tea Canister	Per unit	\$180.00				
ECT057	Coffee Machine	Per unit	\$250.00				
ECT058	Coffee Cappuccino Machine	Per unit	\$300.00				
ECT059	Tea Box [100 Sachets]	Per 100 sachets	\$25.00				

	Cocktail Reception Chef's Station – Add On		
ltem Code	Item	Unit of Measurement	Price
LVS001	Banana Walnut Smoothie Live Station (V)	Per person	\$15.00
LVS002	Chicken Roulade Live Station	Per person	\$18.00
LVS003	Hainanese Chicken Rice Live Station	Per person	\$18.00
LVS004	Indian Roti Prata Live Station	Per person	\$15.00
LVS005	Kaya & Butter Toast Live Station (V)	Per person	\$15.00
LVS006	Kueh Pie Tee & Popiah Live Station	Per person	\$15.00
LVS007	Laksa Live Station	Per person	\$15.00
LVS008	Malay Satay Live Station	Per person	\$18.00
LVS009	Mee Siam Live Station	Per person	\$18.00
LVS010	Peking Duck Live Station	Per person	\$18.00
LVS011	Roast Beef Live Station	Per person	\$18.00
LVS012	Smoked Salmon Live Station	Per person	\$18.00
LVS013	Seafood on Ice Live Station	Per person	\$25.00
LVS014	Teh Tarik Live Station (V)	Per person	\$5.00