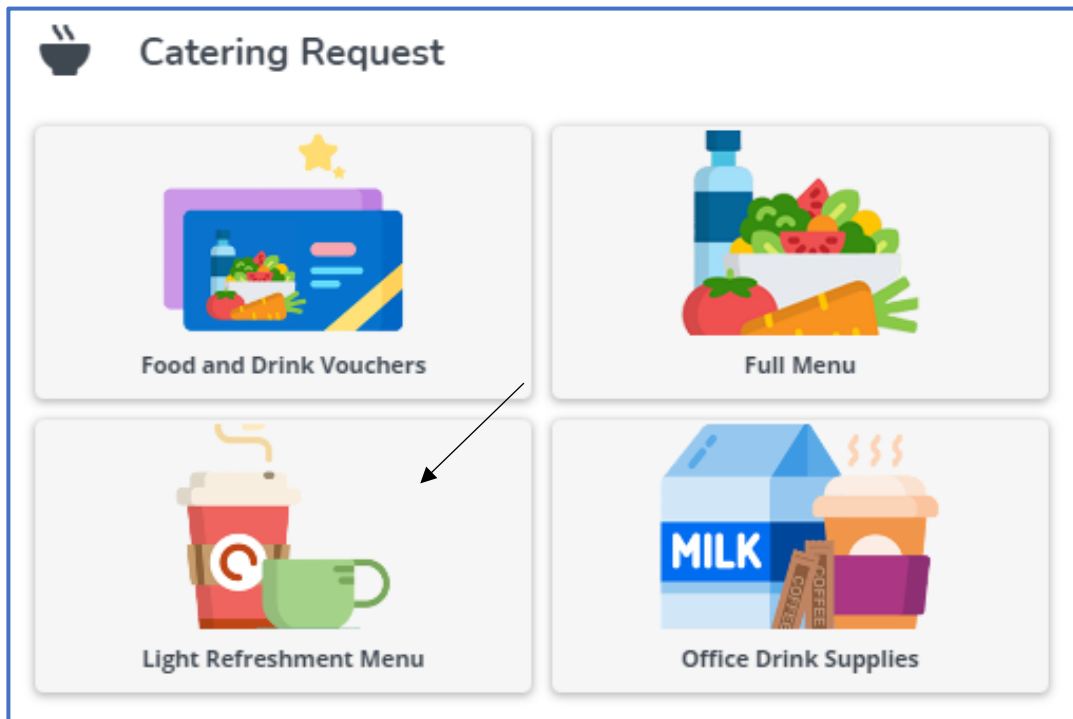


Creating a Catering Request – Light Refreshment Menu

Here is a step-by-step guide on how to create a Light Refreshment order.

1. Firstly, click onto the **light refreshment menu** gadget.



2. Here you will see your light refreshments order history.

The screenshot shows a table titled 'Your Light Refreshments Order History' with one order listed.

Number	Start date & time	Space	Event name	Status
18.00	29/05/2024 09:00	MU001 - Foyer MU001	Planon Test	Reported

3. For more information on a particular order, click onto this.

Your Light Refreshments Order History ✕

Light Refreshments Menu Add 1 - 1 of 1

Number	Start date & time	Space	Event name	Status
18.00	29/05/2024 09:00	MU001 - Foyer MU001	Planon Test	Reported

4. You can edit or delete these if needed.

When finished viewing this order, click the **'Back'** button.

Catering Order Details ✕

Requestor
Danielle, Smith, Danielle.CapriceSmith@wlv.ac.uk

Menu Option
Light Refreshments Menu

Start date & time
Wednesday, 29 May 2024 09:00

Event name
Planon Test

Property
015-MU, MU-Lord Swraj Paul

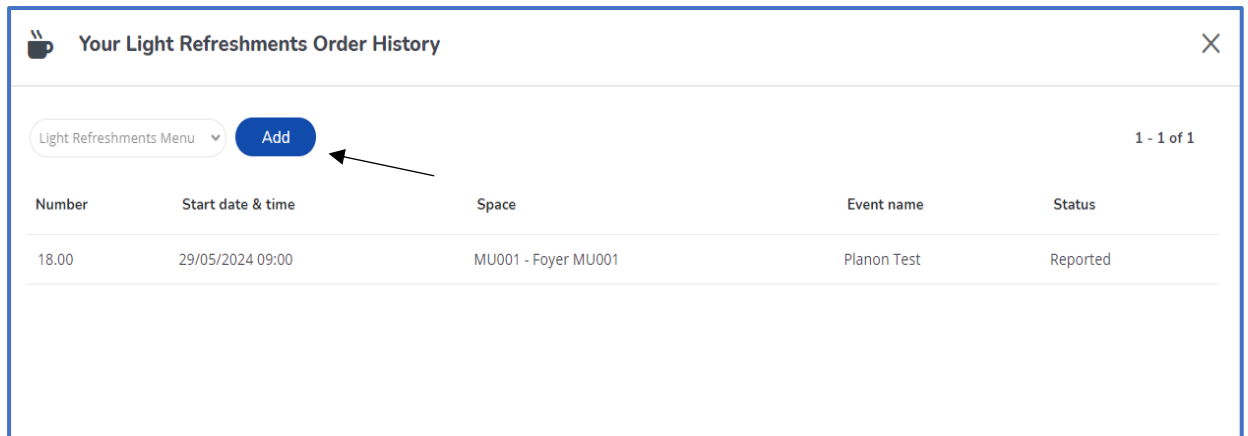
Space
MU001 - Foyer MU001

1 - 3 of 3

Description	Quantity	Price excl. VAT	Subtotal
Dessert platter - fruit (serves 5)	5	£ 26.00	£ 130.00
Drink - apple juice (1 litre)	5	£ 3.80	£ 19.00
Drink - bottle of still water (500ml)	5	£ 1.00	£ 5.00
Total excl. VAT:			£154.00

Edit Delete Back

5. If you would like to request an order, click the **'Add'** button. This is located at the top of the screen.

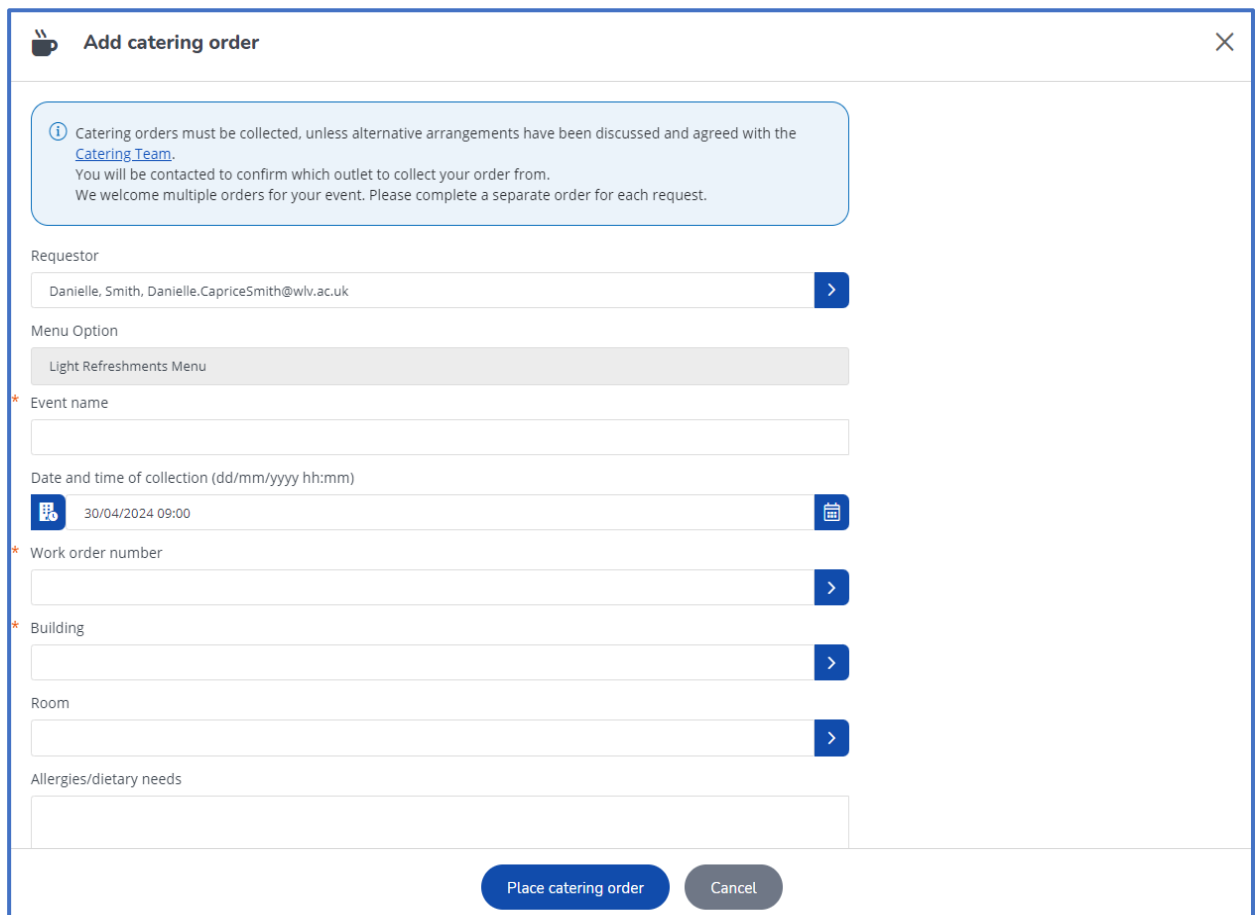


Your Light Refreshments Order History

Light Refreshments Menu **Add** 1 - 1 of 1

Number	Start date & time	Space	Event name	Status
18.00	29/05/2024 09:00	MU001 - Foyer MU001	Planon Test	Reported

6. Fields containing a **red asterisk** are mandatory to be filled in. An order cannot be submitted without this information.



Add catering order

i Catering orders must be collected, unless alternative arrangements have been discussed and agreed with the [Catering Team](#). You will be contacted to confirm which outlet to collect your order from. We welcome multiple orders for your event. Please complete a separate order for each request.

Requestor
Danielle, Smith, Danielle.CapriceSmith@wlv.ac.uk

Menu Option
Light Refreshments Menu

* Event name

Date and time of collection (dd/mm/yyyy hh:mm)
30/04/2024 09:00

* Work order number


* Building

Room

Allergies/dietary needs

Place catering order **Cancel**

7. Scroll down the page to view more information.


 **Add catering order** ✕

Product	Quantity	Price excl. VAT	Subtotal
Dessert platter - continental patisserie (serves 5)	<input type="text"/>	£ 10.00	£ 0.00
Dessert platter - Danish selection (min. 10)	<input type="text"/>	£ 1.80	£ 0.00
Dessert platter - fresh cream cake (serves 5)	<input type="text"/>	£ 10.00	£ 0.00
Dessert platter - fruit (serves 5)	<input type="text"/>	£ 26.00	£ 0.00
Dessert platter - traditional sponges (serves 5)	<input type="text"/>	£ 26.00	£ 0.00
Drink - apple juice (1 litre)	<input type="text"/>	£ 3.80	£ 0.00
Drink - bottle of sparkling water (500ml)	<input type="text"/>	£ 1.00	£ 0.00
Drink - bottle of sparkling water (75cl)	<input type="text"/>	£ 2.50	£ 0.00
Drink - bottle of still water (500ml)	<input type="text"/>	£ 1.00	£ 0.00
Drink - bottle of still water (75cl)	<input type="text"/>	£ 2.50	£ 0.00
Total excl. VAT:			£0.00

Place catering order Cancel

8. When completed, click '**Place catering order**'.

You should now receive an email to say that the catering team have received your order.

 **Add catering order** ✕

Product	Quantity	Price excl. VAT	Subtotal
Dessert platter - continental patisserie (serves 5)	<input type="text"/>	£ 10.00	£ 0.00
Dessert platter - Danish selection (min. 10)	<input type="text"/>	£ 1.80	£ 0.00
Dessert platter - fresh cream cake (serves 5)	<input type="text"/>	£ 10.00	£ 0.00
Dessert platter - fruit (serves 5)	<input type="text"/>	£ 26.00	£ 0.00
Dessert platter - traditional sponges (serves 5)	<input type="text"/>	£ 26.00	£ 0.00
Drink - apple juice (1 litre)	<input type="text"/>	£ 3.80	£ 0.00
Drink - bottle of sparkling water (500ml)	<input type="text"/>	£ 1.00	£ 0.00
Drink - bottle of sparkling water (75cl)	<input type="text"/>	£ 2.50	£ 0.00
Drink - bottle of still water (500ml)	<input type="text"/>	£ 1.00	£ 0.00
Drink - bottle of still water (75cl)	<input type="text"/>	£ 2.50	£ 0.00
Total excl. VAT:			£0.00

Place catering order Cancel