Hilton
Glasgow

BEVERAGE PRE-ORDER FORM

EVENT NAME: **DATE:**

TABLE HOST:_____

NUMBER OF GUESTS:_____ **TABLE NAME/NUMBER (IF KNOWN):**_____

COMPANY NAME:_____

✉:_____

_____**POSTCODE:**_____

☎:_____**YOUR FAX NUMBER:**_____

Due to the large numbers attending the events we strongly advise that an initial amount of beverage is pre-ordered. This will be placed on your tables prior to your arrival to ensure a quick service. Although wine service is available at all times it is not always possible to guarantee quick execution due to the large number of orders being placed at the event. **Please note tables, which have not pre-ordered beverages may experience a delay in service.**

Please return this form at least **FIVE** days prior to your event to:-

E-mail: beverage.glasgow@hilton.com or
Fax: 0141 204 5556 or
Post: Banqueting Beverage Dept
Hilton Glasgow
1 William Street
Glasgow
G3 8HT
☎ 0141 204 5555

If this form is not received back 5 days prior to the event Hilton Glasgow cannot accept any responsibility for pre orders not being processed

Using the enclosed wine list, please specify your initial beverage pre-order below.

Beverage Type	Beverage Description	Quantity
Wine/Champagne		
***Bottles of Spirits**		
Beer		
Mixers		
Mineral Water	**Highland Spring Sparkling/ Highland Spring Still**	

* If bottles of spirits are ordered the charge incurred per bottle is payable whether or not the items are consumed in total. Service staff are allocated to your table should you prefer to order spirits at your event.

Please choose one of the following as the intended method of payment on the night. Adhering to the conditions below, an account may be opened on the night, however, agreed signatories will be required to sign for all beverages to be added to the account and a guaranteed method of payment agreed in advance by the hotel.

[1] Credit or Debit Card ❑
Please give your Credit or Debit Card to your wine waiter who will be available to serve you on arrival at your table.

[2] Cash Account ❑
Please note that a cash account may only be offered if a guaranteed method of payment is provided prior to the account being opened, preferably a credit or debit card. Licensing laws prohibit the supply of alcohol without a guarenteed method of payment.

[3] Room charge (applicable to resident guests only) ❑
To charge drinks to your room you will be required to show the room keycard with a signature. A swipe of your card will be required during check in.

[4] Company Cheque ❑
Please inform our accounts department at least three days in advance if you intend to settle your account with a Company Cheque. Please bring a business card to the event to give to your wine waiter who will be available to serve you on arrival at your table.

[5] Personal Cheque ❑
Please note that to have a Personal Cheque Account on the night we require security to be left with the Banqueting Dispense Bar, preferably a Credit or Debit Card or a signed cheque with guarantee card. Licensing Law prohibits the supply of alcohol without a guaranteed method of payment.

SIGNATURE:_____

NAME:_____**DATE:**_____