



Dear Guest,

In order for you to enhance your wine and liquor experience, as well as to assist us in providing an even better service, we are delighted to attach below a wine pre-order form which should be completed with your selection and then returned as directed. We would be most grateful if we could receive this no later than **Friday 4th September 2026** to ensure that we can deliver your order. Should you have any queries relating to your wine requirements, please contact Michelle Cruise on 01675 444 149 or michellec@nationalconferencecentre.co.uk .

We very much look forward to welcoming you and your guests to the National Conference Centre and to making sure that you have a wonderful experience whilst you are here. Should you have any questions please do not hesitate to contact the Event Manager responsible for the event as detailed above.

Yours Sincerely

Michelle Cruise
Event Planner
National Conference Centre



Wine, Drinks and Dietary Pre Order Form

Contract Flooring Journal Awards – Friday 11th September 2026

Please email back in full to michellec@nationalconferencecentre.co.uk

Company Name		
Address:		Telephone Number:
e-mail		Fax Number:
Host Name:		Title:
Table Number/s (if known):	Number of Tables:	Numbers Attending:
Please note that payment must be received <u>7 working days prior to the event</u> by, cheque or banks transfer as cleared funds so we may process your order with our supplier. Cheques should be made payable to The National Motorcycle Museum (Services) Ltd. Credit card payments will be taken on the day of the event in line with our daily transactions, and a VAT receipt with a breakdown of your expenditure will be presented to the table host. Please note that all wines and beverages pre ordered and paid for are done so on a non returnable basis and no refunds will be given for pre ordered drinks not consumed.		
Method of Payment (please tick one): Visa ☐ Amex ☐ MasterCard ☐ Diners ☐ Cheque (pre-payment only) ☐ Card Number:..... Expiry Date:..... Sec code:..... Signature: Cardholder's Name (please print)..... Please note that the above card will be charged for the entirety of the pre-order below and the table host will be provided with a receipt. Should there be a requirement for any additional wines or drinks over and above those detailed on the below pre-order then drinks can be ordered at the event either at the bar or via a member of the service team circulating the room. The venue reserves the right to charge the credit card details above in the event of the table host not settling their account in full on the evening. WINE ORDERS WITHOUT PAYMENT DETAILS WILL NOT BE PROCESSED		

Please advise your beverage selection below:

Beverage Selection	Quantity per Table	To be opened (on arrival, Yes or No)	Price Per Bottle

Total Wine Value	£
Total Other Drinks Value	£
Total Pre Order Value to be charged	£

Please complete all the information requested before **Friday 4th September 2026** and then return this form by Email to the Event Planner using the email address given on page 1. All sections of this form must be completed to guarantee process