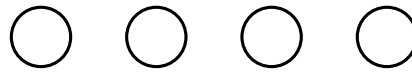
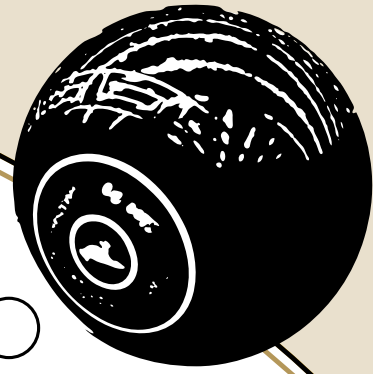


# FUNCTION BOOKING FORM



## HIRER DETAILS

Full name: \_\_\_\_\_

Contact number: \_\_\_\_\_

Email: \_\_\_\_\_

## FUNCTION DETAILS

Date: \_\_\_\_\_ Start time: \_\_\_\_\_ Finish time: \_\_\_\_\_

Number of attendees: \_\_\_\_\_ Security required:  Yes  No

Reason for function:  Birthday  Social Gathering  Sporting Night

Other: *(please provide details)* \_\_\_\_\_

Type of function:  Sit down meal  Cocktail function  BBQ

Other: *(please provide details)* \_\_\_\_\_

## CATERING

Do you require catering?  Yes  No

If yes, which option:  In-house caterers  BBQ hire  BYO \$ \_\_\_\_\_

## BAR

Do you require a bar?  Yes  No

If yes, which option:  Open bar *(no limit, pay the total spend at the completion of the event)* \$ \_\_\_\_\_

Bar tab *(set a cash limit – this can be paid prior to event)* \$ \_\_\_\_\_

Cash bar *(attendees to purchase their own drinks)* \$ \_\_\_\_\_

## ENTERTAINMENT

Music requirements:  DJ  Live band  iPod  Radio \$ \_\_\_\_\_

Microphone required?  Yes  No \$ \_\_\_\_\_

Bowling green required?  Yes  No \$ \_\_\_\_\_

If yes, do you require bowls?  Yes  No \$ \_\_\_\_\_

**ADDITIONAL NOTES**

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**ADDITIONAL NOTES**

Total cost: \_\_\_\_\_

Deposit amount: \_\_\_\_\_

Deposit due date: \_\_\_\_\_

Final payment amount: \_\_\_\_\_

Final payment due date: \_\_\_\_\_

Employee name: \_\_\_\_\_

Employee signature: \_\_\_\_\_

