

BOOKING CONFIRMATION FORM

1. Name: _____

2. Company
Name: _____

3. Address: _____

4. Telephone : Business: _____ Private:

Fax: _____ Mobile:

Email Address:

5. Date of
function: _____

6. The deposit of \$ _____ must accompany this form.

Form of payment: cash m/card visa amex chq eftpos

Credit card Number: _____ Exp: ____ / ____
Amount: \$ _____

Card holders Name &
signature: _____

7. Payment Guarantee:
I, the named client, agree to my credit card (as noted above) being held as security and if necessary debited in the event of outstanding accounts.

8. Bookings are considered tentative until receipt of deposit and signed Confirmation Forms are received.

9. Payment based on final numbers must be given to the venue no later than seven (7) days prior to your function date.

10. A confirmed number of guests are required no less than seven (7) days prior to your function date.

11. Confirmation of menu requirements must be submitted no less than fourteen (14) days prior to your function date.

12. By signing this form, you are acknowledging the Agreement Terms and Conditions as outlined.

SIGNED: _____ DATE:
