

FUNCTION – EVENT DETAILS

- Function Date: Day: Saturday
- Venue:
- Contact Name:
- Theme/Company:
- Contact Number: 04
- Email: @
- Reason:
- Exclusive: • Guest list?
- Pax:
- Times: till
- Food :
- Beverage agreement:
- Special requirements:
- Entertainment:
- Cost:
 - Room Hire Fee /Bond \$
 - Minimum Spend \$
 - Food \$
 - Drinks package/tab \$
 - Sound & Lighting \$
 - Other \$
 - PAID / /2010 \$
 - OWING \$
 - REFUND \$
 - Credit Card number:
 - Exp: /
 - CVV:
- Receipt for functions deposit - Cancellation 50% month advance – anything closer 0% and for any damage, reckless behavior resulting in loss of property or endangering the wellbeing of patrons, staff or public.

NOTES:

Refunded Deposit

- Function Date: Day Date: / /2010
- Contact Name: Company:
 - Venue:
 - Amount : \$
 - Bank:
 - BSB:
 - Account Number: