

# BOOKING CONFIRMATION FORM - CORPORATE

1. Organisers Name: \_\_\_\_\_
2. Company Name: \_\_\_\_\_
3. Function Name: \_\_\_\_\_
4. Company Address: \_\_\_\_\_
5. Telephone :      Business: \_\_\_\_\_  
   Fax: \_\_\_\_\_  
   Mobile: \_\_\_\_\_

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

6. Date of function: \_\_\_\_\_
7. Room: \_\_\_\_\_
8. Approx. Number of People: \_\_\_\_\_
9. Time: From \_\_\_\_\_ to: \_\_\_\_\_
10. A deposit of \$ \_\_\_\_\_ must accompany this form (please see terms and conditions)

Please circle: **Cash**      **Bank cheque**      **EFT**      **Master card**      **Visa**      **Bankcard**

Credit card details: \_\_\_\_\_

Expiry date: \_\_\_\_/\_\_\_\_

Name on Credit Card \_\_\_\_\_

Authorised Signature of Card Holder \_\_\_\_\_

11. Bookings are considered tentative until receipt of Deposit, Booking Confirmation Form and signed Terms and Conditions.
12. A confirmed number of guests are required no less than seven (7) days prior to your function date.
13. Confirmation of menu requirements must be submitted no less than fourteen (14) days prior to your function date.

NAME: \_\_\_\_\_

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_