BOOKING CONFIRMATION FORM - SOCIAL

1. **Function Name:**_____

2. **Contact persons name:**_____

3. **Address:**_____

4. **Telephone :** **Home:** _____

   Mobile: _____

   Email Address:_____

5. **Date of function:**_____

6. **Room:** _____

7. **Approx. Number of people:** _____

8. **Time: From**_____ **To**_____

9. **The deposit of $ _____must accompany this form** (please see terms and conditions)

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

Credit card number: _____

Expiry date: _____/_____

Name on Credit Card _____

Authorised Signature of Card Holder _____

10. **Bookings are considered <u>tentative</u> until receipt of Deposit, Booking Confirmation Form and signed Terms and Conditions.**

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

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

13. **Full payment to be received no later than 5 working days prior to your function.**

NAME: _____

SIGNED: _____**DATE:** _____