

# Meeting Booking Sheet

Date emailed/posted/handed out: \_\_\_\_\_ Room: \_\_\_\_\_

This form is to be filled out and returned within 7 days to confirm Function Room Booking.

If this sheet is not returned in 7 days the Function Room may be re-booked.

Deposit Amount: \$ \_\_\_\_\_ Food Account deposit \$200.00

**Non refundable on cancellation within 7 days of function**

Function Date: \_\_\_\_\_ Set Up Time: \_\_\_\_\_

Function Start Time: \_\_\_\_\_

Name: \_\_\_\_\_

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

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

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Number of Guests: \_\_\_\_\_

## Please Circle if Required

### SPECIAL REQUIRMENTS:

Microphone	Lectern	Data Projector (\$55.00 fee applies)
Screen	Table	Whiteboard
Presentation/Gift Table	Notice Board/Partition	Powerboard
Extension Cord		

Tea & Coffee Charges Apply (per head) Service Time: \_\_\_\_\_

Tea, Coffee & Biscuits Charges Apply (per head)

Tea, Coffee & Scones Charges Apply (per head)

Water Jugs & Glasses N/C

Jugs Juice & Glasses Prices at the Bar

Jugs Post Mix & Glasses Prices at the Bar

OTHER SPECIAL REQUIREMENTS: \_\_\_\_\_

Equipment Fee \$ \_\_\_\_\_ Room Hire, Set Up & Cleaning Fee \$100 to \$200 GST Inc.

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

\* Please note prices are subject to change without notice

## Hors D'oeuvre Platters Page 1

Quantity

### Hot Platter 1st Choice

\$100.00 Per Platter

Inc. GST

10 Chicken Sticks  
20 Flame Grilled Meatballs  
20 Cocktails Spring Rolls  
20 Cocktail Samosas  
10 Party Pies  
10 Party Sausage Rolls  
Tomato & Sweet Chilli Sauce

Served @ \_\_\_\_\_

1 Platter serves 10 People

Quantity

### Hot Platter 2nd Choice

\$110.00 Per Platter

Inc. GST

24 Vegetarian Moneybags  
24 Spinach & Fetta Pastizzi  
12 Panko Crumbed Prawns  
12 Chicken Chilli Tenders  
12 Mini Quiches  
12 Fish Cocktails  
Tartare Sauce & Sweet Chilli Sauce

Served @ \_\_\_\_\_

1 Platter Serves 12 People

Quantity

### Mixed Sandwich Platter

\$80.00 Per Platter

Inc. GST

Approximately  
9 Sandwiches

Served @ \_\_\_\_\_

1 Platter serves 10 People

Quantity

### Cold Nibbly Platter

\$75.00 Per Platter

Inc. GST

Cubed Cheese  
Cabanossi  
Jatz Biscuits  
Cocktail Onions, Gherkins, Olives,  
Carrot & Celery Sticks  
Homemade Dip

Served @ \_\_\_\_\_



## Hors D'oeuvre Platters Page 2

Quantity	Quantity
<b>Mixed Sweet Platter</b>	<b>Fresh Fruit Platter</b>
\$75.00 Per Platter	\$75.00 Per Platter
Inc. GST	Inc. GST
Delicious selections of Cakes & slices	Delicious selection of Fresh Fruits
Served @ _____	Served @ _____
1 Platter serves 10 People	

Please note: Final selection for platters 48 hours before function.

**Tea & Coffee (Crockery) \$3.00 per head**

For No: \_\_\_\_\_ People

**Tea, Coffee & Biscuits (Crockery) \$4.00 per head**

For No: \_\_\_\_\_ People

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