

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.

Deposit Amount: \$ _____

Account deposit \$200.00 payable on return of information.

Room Hire, Projector Hire & Catering must be paid in full prior to function date.

All refreshments to be paid on the day of function.

Non refundable on cancellation within 7 days of function

Function Date: _____ Set Up Time: _____

Function Start Time: _____

Name: _____

Address: _____

Phone/Mobile: _____ Number of Guests: _____

Email: _____

SPECIAL REQUIRMENTS: Please Circle if required

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: _____

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
Cabonossi
Jatz Biscuits
Cocktail Onions, Gherkins, Olives,
Carrot & Celery Sticks
Homemade Dip

Served @ _____

Hors D'oeuvre Platters Page 2

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

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

* Please note prices are subject to change without notice