



# 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 \$100.00 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 REQUIREMENTS: 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'doeuvre

### 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'doeuvre Platters Page 2



Quantity

### Mixed Sweet

#### Platter

\$75.00 Per Platter

Inc. GST

Delicious selections of  
Cakes & slices

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

1 Platter serves 10 People



Quantity

### Fresh Fruit

#### Platter

\$75.00 Per Platter

Inc. GST

Delicious selection of  
Fresh Fruits

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