

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 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: _____

* 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

Cabonossi

Jatz Biscuits

Cocktail Onions, Gherkins, Olives,

Carrot & Celery Sticks

Homemade Dip

Served @ _____

Hors D'oeuvre Platters Page 2

Quantity	Quantity
Mixed Sweet Platter	Fresh Fruit Platter
\$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

* Please note prices are subject to change without notice