

# 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

\$110.00 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

\$120.00 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

\$100.00 Per Platter

Inc. GST

- Approximately  
9 Sandwiches

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

1 Platter serves 10 People

Quantity

## Cold Nibbly Platter

\$85.00 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 \_\_\_\_\_

**Mixed Sweet  
Platter**

\$85.00 Per Platter  
Inc. GST

Delicious selections of  
Cakes & slices

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

1 Platter serves 10 People

Quantity \_\_\_\_\_

**Fresh Fruit  
Platter**

\$85.00 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

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