



MEETING BOOKING SHEET

BOOKING & ROOM REQUIREMENTS

Date issued _____

Room _____

Please complete and return this form within 7 days to confirm the meeting room booking.

1. BOOKING DETAILS

Function date _____

Set-up time _____

Function start time _____

Name / organisation _____

Address _____

Phone / mobile _____

Number of guests _____

Email _____

2. PAYMENT INFORMATION

- Deposit amount: \$ _____
- A \$100.00 account deposit is payable when the completed information is returned.
- Room hire, projector hire and catering must be paid in full before the function date.
- All refreshments are payable on the day of the function.
- Cancellations within 7 days of the function are non-refundable.

3. ROOM & EQUIPMENT REQUIREMENTS

- | | |
|---|---|
| ☐ Microphone | ☐ Lectern |
| ☐ Data projector (\$55.00 fee applies) | ☐ Screen |
| ☐ Table | ☐ Whiteboard |
| ☐ Presentation / gift table | ☐ Notice board / partition |
| ☐ Powerboard | ☐ Extension cord |

4. REFRESHMENTS

Tea and coffee (charges apply per person)	Service time: _____
Tea, coffee and biscuits (charges apply per person)	Number: _____
Tea, coffee and scones (charges apply per person)	Number: _____

Water jugs and glasses	No charge
Jugs of juice and glasses	Prices available at the bar
Jugs of post-mix and glasses	Prices available at the bar

Other special requirements _____

Equipment fee \$ _____

Room hire, set-up and cleaning fee: \$100.00 to \$200.00 incl. GST

Signed _____

Dated _____

Prices are subject to change without notice.

HORS D'OEUVRE PLATTERS

PAGE 1 OF 2

HOT PLATTER - FIRST CHOICE

\$110.00 per platter incl. GST

10 chicken sticks
20 flame-grilled meatballs
20 cocktail spring rolls
20 cocktail samosas
10 party pies
10 party sausage rolls
Tomato and sweet chilli sauce

Serves 10

HOT PLATTER - SECOND CHOICE

\$120.00 per platter incl. GST

24 vegetarian moneybags
24 spinach and feta pastizzi
12 panko crumbed prawns
12 chicken chilli tenders
12 mini quiches
12 fish cocktails
Tartare and sweet chilli sauce

Serves 12

MIXED SANDWICH PLATTER

\$100.00 per platter incl. GST

Approximately 9 sandwiches

Serves 10

COLD NIBBLY PLATTER

\$85.00 per platter incl. GST

Cubed cheese
Cabanossi
Jatz biscuits
Cocktail onions, gherkins and olives
Carrot and celery sticks
Homemade dip

HORS D'OEUVRE PLATTERS

PAGE 2 OF 2

MIXED SWEET PLATTER

\$75.00 per platter incl. GST

Selection of cakes and slices

Serves 10

FRESH FRUIT PLATTER

\$75.00 per platter incl. GST

Selection of fresh fruit

GF, COELIAC & LACTOSE-FREE PLATTER

\$140.00 per platter incl. GST

Special dietary platter prepared for gluten-free, coeliac and lactose-free requirements

Serves 10

TEA & COFFEE

Tea and coffee - crockery

\$3.00 per person

Number: _____

Tea, coffee and biscuits - crockery

\$4.00 per person

Number: _____

Prices are subject to change without notice.