

FUNCTION ENQUIRIES AND BOOKING PROCEDURES

Thank you for your enquiry. We have a number of options which will assist you with your menu selection and style of function.

To assist us in planning your event there are a number of essential questions that we need to ask. Please take the time to ensure all questions are completed.

IMPORTANT INFO: 40 people seated or 60 standing in function room

1. **Date of Function:** _____ Date Available Y/N
2. **Number of Guests:** _____ Able to Cater Y/N
Catering options may be possible Y/N
3. **Type of Function:** e.g. – Wedding, Birthday, Other? _____
4. **Menu Preference:** -
 - Set Menu A, B or C (Sit-down)
 - Hors d' oeuvres/Cocktail (Standup)
 - Limited Ala Carte
 - Children Menu
5. **Time of Arrival/Sit-down:** _____
- 5a. **Special Requirements:** e.g. – Dietary, Wheel Chair Access, Entertainment, Other

- 5b. **Upstairs Bar:** Is it required or would down stairs bar be sufficient _____
(Extra Charge for Upstairs Bar)
6. **Personal Details:**
 - Name: _____
 - Contact Phone Number: _____ Mobile Number: _____
 - Fax Number: _____
 - Email Address: _____
 - Postal Address: _____
7. **Preferred method of contact:** _____

Office Only

8. **Menu and Relative Information Sent, Given:**
Date Received / / By Whom: _____
Signed: _____
9. **Follow up date one week:**
Followed Up Y/N By Whom? _____
Booked/ Confirmed Y/N
Written In Diary Y/N
10. **Copy of Booked Function Sheet Given to Kitchen** Y/N