

Function Enquiry

Please fill in the following details so we can confirm your booking.

First name:		Last name:	
Email:			
Mobile:			
Best time to call about your booking? Weekdays (please circle)	10am-12pm	1pm-3pm	6pm-8pm

Date of Event:		No. of Guests:	
Event Start Time:		Event Finish Time:	
Function Room Requested:	<input type="checkbox"/> Function Room 1 – 4 x round tables, 40 x chairs		
	<input type="checkbox"/> Function Room 2 – 6 x round tables, 60 x chairs		
	<input type="checkbox"/> Social Room – 10 x round tables, 100 x chairs		
	<input type="checkbox"/> Function Room 1 & 2 Combined – 10 x round tables, 100 x chairs		
	<input type="checkbox"/> Social Room & Function Room 2 Combined – 16 x round tables, 148 x chairs		
	<input type="checkbox"/> Full First Floor Function Space – 20 x round tables, 200 x chairs		
	<input type="checkbox"/> Ground Floor Function Room 3 – 6 x rectangle tables, 20 x chairs		
Kitchens Requested:	<input type="checkbox"/> Social Room Kitchen – Commercial Electric Oven, Gas Cooktop, Fryer, Commercial Dishwasher, Cool room, Commercial Bar, Crockery/Cutlery, Glassware		
	<input type="checkbox"/> FR2 Kitchen/Servery – Fridges, Food Warmer, Dishwasher, Crockery/Cutlery, Glassware		
Type of Event: (please circle)	Birthday	Wedding/Engagement	Wake/Funeral
	Fundraiser	Cultural Celebration	Major Community Event
	Meeting	Conference/Seminar	Education/Training
Tea/Coffee Station: (\$20 per station)	Yes No	Projector/AV: (min \$15)	Yes No
		Portable Mic/Speaker: (\$30-\$200)	Yes No
Other notes/ Questions:			

MSP Staff to complete		
Date:	Time:	Staff Member: