

Function Enquiry

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

First Name:		Last Name:	
Email:			
Phone Number:			
Business Trading Name (if applicable):			
ABN (if applicable):			
Postal Address:			
Best time to call about your booking? Weekdays:	<input type="checkbox"/> 9am – 12pm	<input type="checkbox"/> 12pm-2pm	<input type="checkbox"/> 2pm-5pm
How did you hear about us?			

Date of Event:		No. of Guests	
Event Start Time:		Event Finish Time:	

Function Room Requested	Seated Dining/Conference	Cocktail	Theatre-Style
<input type="checkbox"/> Function Room 1	25	-	30
<input type="checkbox"/> Function Room 2	80	125	100
<input type="checkbox"/> Function Room 1 & 2	120	200	150
<input type="checkbox"/> Social Room	100	180	100
<input type="checkbox"/> First Floor Function Rooms	320	320	320
<input type="checkbox"/> Function Room 3	20	60	20
<input type="checkbox"/> Unsure (Examples of room capacities only. Speak to our team to discuss your envisioned set-up and suitable rooms)			

Type of Event:	<input type="checkbox"/> Birthday	<input type="checkbox"/> Wedding / Engagement	<input type="checkbox"/> Wake / Funeral	<input type="checkbox"/> Fundraiser
<input type="checkbox"/> Education / Training	<input type="checkbox"/> Cultural Celebration	<input type="checkbox"/> Major Community Event	<input type="checkbox"/> Meeting	<input type="checkbox"/> Conference / Seminar

Extras			
Tea & Coffee Station	\$20 / station	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Projector / Screen	\$20 / screen	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Portable Microphone & Speaker	\$20 / set	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Mi-Pro Speakers	\$100	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Tablecloths	\$15 per tablecloth	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Other Information

MSP Staff to Complete		
Date:	Time:	Staff Member: