

# 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.

IMPORTANT INFO: Inside area – 40 people seated or 60 standing. Outside area 50 people seated or 100 standing. Our Outside area is enclosed to a certain degree so the option of using both areas combined allows for more flexibility and is possible.

1. Date of Function: \_\_\_\_\_

2. Number of Guests: \_\_\_\_\_

3. Type of Function: e.g. – Wedding, Birthday, Other? \_\_\_\_\_

4. Menu Preference: - Set Menu (Sit-Down)  
Hors d' oeuvres/Cocktail (Stand-up)  
Tailor Made

5. Time of Arrival/Sit-down: \_\_\_\_\_ / \_\_\_\_\_

6. Special Requirements: e.g. – Dietary, Wheel Chair Access, Entertainment, Other:  
\_\_\_\_\_

7. Personal Details:

- Name: \_\_\_\_\_
- Contact Phone Number: \_\_\_\_\_ Mobile: \_\_\_\_\_
- Fax Number: \_\_\_\_\_
- E-mail Address: \_\_\_\_\_
- Postal Address: \_\_\_\_\_

Preferred method of contact: \_\_\_\_\_

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Office Use Only

Menu and Relative Information Sent:

Date Sent / /

Follow up date one week: / /

Followed Up Y/N

Booked/Confirmed Y/N

Relevant Details provided to Kitchen, written in Diary Y/N

Extended Liquor License organised if over 60 people Y/N