

Function Booking

Date:

Name (s) / Hosting Party: _____

Company Professional Organisation (if applicable) _____

Nature: Private / Company Purchase Order # _____ (if applicable)

Date of Function: _____

Where: Function Room / Dining Room

Mailing Address: _____

Email Address: _____

Contact Number: _____

Invoice to be made out to: _____

Estimate of number to attend: _____ Numbers confirmed 5 days prior: _____ Int _____

Menu Option – Pay individually – Menu options – Restricted Menu / Dinner Menu / Lunch Menu

Buffet Option – Price per head: _____ Initial: _____

Platter Option (request platter options Menu)

Additional Event Information: _____

Projector required: YES / NO

Start / Arrival Time: _____

Time food to be served: _____

Tablecloths required: YES / NO

Bar TAB: YES / NO Amount: _____ When receive funds for TAB: _____

In signing this Booking sheet, you acknowledge the following:

1. Numbers are to be confirmed 5 days prior to event – Date: INT
2. Only extenuating circumstances on the day of event to change numbers will be permitted but must be advised by 11am on day of event. This also needs to be approved by Management.
3. Minimum group size for a Buffet event is 30 attendees.
4. All private events require full pre-payment no later than 24 hours prior to the date of the event. Invoice will be issued once numbers have been confirmed.
5. Company events – Accounts will issue an invoice prior to the event and will be paid in full prior to meal service.
6. All alcohol and Food to be purchased from within the Herbert River RSL.
- 7. Any leftover food WILL NOT be permitted to be taken from the premises due to Food Safety compliance.**
8. Company and/or person(s) responsible will be held liable for any damages to restaurant or club premises.
9. I acknowledge I have read the above and the information provided is correct and would like to confirm this booking.

Signature: _____ Name: _____

