

Dickens InnTM

FAXBACK 09 4300 703

FUNCTION ENQUIRY / BOOKING FORM



NAME: _____ ENQUIRY DATE: _____

ADDRESS: _____ FAX No.: _____

_____ PHONE No.: _____

CONTACT NAME: _____ MOB. No.: _____

FUNCTION DATE/S: _____ To _____ INCLUSIVE

FUNCTION TIME: _____ To _____

FUNCTION TYPE: _____ NUMBER BOOKED: _____ PAX

<u>VENUE:</u>	<u>P BOOKED</u>	<u>CHARGE</u>
PICKWICK ROOM	≡	\$160.00
COPPERFIELD ROOM	≡	\$100.00
PICKWICK / COPPERFIELD SUITE	≡	\$220.00
BALCONY	≡	COMPLIMENTARY

<u>CATERING:</u>	<u>TIME</u>	<u>MENU DETAILS</u>	<u>CHARGE</u>
BREAKFAST	_____	_____	\$ _____ P.P.
MORNING TEA	_____	_____	\$ _____ P.P.
LUNCH	_____	_____	\$ _____ P.P.
AFTERNOON TEA	_____	_____	\$ _____ P.P.
COCKTAILS	_____	_____	\$ _____ P.P.
DINNER	_____	_____	\$ _____ P.P.

NOTE: MINIMUM CHARGE WILL BE BASED ON NUMBER BOOKED. EXRTA PERSONS WILL BE CHARGED ADDITIONAL AT THE PER PERSON RATE.

<u>EQUIPMENT REQUIRED:</u>	<u>P BOOKED</u>	<u>CHARGE</u> (PER DAY OR PART THEREOF)
WHITE BOARD AND PENS	≡	\$23.00
WHITE BOARD, FLIPCHART AND PENS	≡	\$40.00
ELECTRONIC WHITE BOARD	≡	\$110.00
EXTRA FLIPCHART PADS	≡	\$20.00 EACH
25" TELEVISION SET	≡	\$60.00
VIDEO PLAYER	≡	\$20.00
PROJECTION SCREEN	≡	\$20.00
OVERHEAD PROJECTOR	≡	\$40.00
DATA SHOW PROJECTOR	≡	\$180.00
MICROPHONE AND STAND	≡	\$45.00
PORTABLE DANCE FLOOR	≡	\$35.00
OTHER (SPECIFY)	≡	\$

DEPOSIT: EQUIVALENT TO 30% OF TOTAL FUNCTION COST IS REQUIRED TO CONFIRM THE BOOKING.

DEPOSIT AMOUNT \$ _____ PAYMENT RECEIVED _____ DATE

NOTE: WE WILL WAIVER THE ROOM HIRE IF CATERING/BAR TAB (EXCLUDING CASH BAR) IS OVER \$1500.00 BY CREDITING TAB ON THE DAY/NIGHT.

PAYMENT DETAILS: PAYMENT IS REQUIRED ON THE NIGHT IN FULL, LESS DEPOSIT IF APPLICABLE, BY CASH OR CREDIT CARD. CHEQUES WILL NOT BE ACCEPTED WITHOUT PRIOR ARRANGMENT.