

quote

Your contact details

Contact name

Postal address

email:

work:

best contact method:

email

| phone

| fax

| post

telephone

fax:

mobile:

Event details

Type of event:

Theme of your event?

Proposed date

Proposed time: Lunch | Dinner | Other

Number of guests

Budget for the event

Suggested layout(s)

Dining function

Cocktail lounge function

Other.....

Facilities required

Cake and present table *

Lectern and mic for speeches *

Specialised room lighting*

White linen *

*Included in price with room hire

Additional options:

- Wedding / birthday cake
- Entertainment
- Dance floor
- Roaming mic/s? How Many?
- CD player
- Brides room / break out room?
- Custom room decoration (with designer)
- Other

- PA System
- DVD player
- Projector
- Laptop
- Chair covers
- Customised linen
- Archway entrance

Catering

- Two course
- Three course
- Cocktail
- Special requirements
- Other
- Childrens menu required? How many?
- Other

Bar

- 1 hour bar service (includes house beer and wine)
- 2 hour bar service (includes house beer and wine)
- 3 hour bar service (includes house beer and wine)
- 4 hour bar service (includes house beer and wine)
- 5 hour bar service (includes house beer and wine)
- Tab at the bar / how much?
- Pay on consumption

Can we help with any other information?

- Event planning
- Getting here
- Public transport
- Accommodation
- Activities and attractions