

FUNCTION CONFIRMATION BOOKING FORM

TODAY'S DATE ---/---/---
DATE OF FUNCTION ---/---/---
GUEST NAME
COMPANY NAME
VENUE BOOKED:



PALMS **CONFERENCE ROOM** **BOARD ROOM**
OASIS FUNCTION ROOM **VEGAS RESTAURANT**
BEER GARDEN **POOL AREA** **CATERING**
NUMBER OF GUESTS ATTENDING
(YOUR ACCOUNT WILL BE CHARGED THIS CONFIRMED NUMBER)

ROOM SET-UP DETAILS:

ROOM HIRE CHARGE: \$
CATERING REQUIREMENTS:

CHARGES/ACCOUNTS:

A BUSINESS LETTER HEAD OR PURCHASE ORDER WILL BE REQUIRED FOR ALL CHARGES AND MUST BE ORGANISED PRIOR TO FUNCTION COMMENCEMENT.

METHOD OF PAYMENT:

CASH **CARD** **CHARGE**

CREDIT CARD DETAILS:

NAME
CARD NUMBER
EXP. DATE
CARD TYPE
DEPOSIT REQUIRED **YES** **NO**
AMOUNT REQUIRED \$
SIGN **DATE**

PLEASE COMPLETE AND RETURN VIA FAX ON 86441837.
CANCELLATION OF CONFIRMED BOOKINGS WILL INCUR A CHARGE.
B.S.B no.105054, account no.059760440,
Bank S.A., Glenena Pty Ltd