

- 1) Make sure your preferred room / floor / or entire venue is available on the date you require. Phone Mark on 02 63 325492 or 0409 527 546
- 2) Fill out the function booking sheet and pay the security bond of \$350. Form and bond due within 7 days of your verbal booking.
- 3) If under 70 adult guests for dinner, room hire fees apply. See chart. If over 70 guests, room hire is included and no room fees apply.

AREA	Week Day Monday to Thursday	Weekend Friday to Sunday
Ground Floor	\$350	\$550
Third Floor	\$350	\$350

- 4) Choose Catering Options you require.
 - Nibblies / On arrival requirements? From -
 - Cocktail Party \$25 pp \$35 pp Tailored.
 - Two Course Dinner from \$45 pp
 - Three Course Dinner from \$55 pp
 - Cocktail Mingling Entrée, Main and Dessert from \$58.00 pp
 - Buffet from \$35 or \$45
- 5) Choose Beverage requirements
 - Tea / Coffee
 - Bar Specification / Beverage Package / Bar Tab / Guests Pay for own.
- 6) Choose service requirements eg table service, ushers, audio visual techs, registration staff.
- 7) Choose Audio Visual Requirements
 - PA, Entertainment, Data Projector, Screens etc.
- 8) Specify Linen, Decorations and Entertainment
- 9) Specify Room Set up requirements - round or banquet tables etc.
- 10) Advise venue / room access requirements - deliveries etc.