



CLIENT FUNCTION CHECKLIST for TENTATIVE BOOKINGS

Please note:

We are unable to confirm your function until we receive your signed confirmation along with your credit card details
Please complete this form and return by email 'admin@earl.com.au' or fax 08 8373 5340

REQUESTED DAY _____ DATE _____ GUESTS ARRIVAL TIME _____

AREA (Please Circle) **Upstairs Private / Restaurant / Bistro** ORGANISERS ARRIVAL TIME _____

FUNCTION OCCASION _____

GROUP _____ CONTACT NAME _____

PHONE NUMBERS _____ MOBILE _____

FAX _____ EMAIL (required) _____

TYPE OF MENU (Please Circle) **SET MENU / PLATTERS** NUMBER OF GUESTS _____

MENU CHOICES _____

(Please note, your menu choices must be advised no later than three weeks prior to your function)

ALLERGIES / DIETRY REQUIREMENTS: **Y / N** - If yes, please state _____

FOOD SERVICE TO COMMENCE _____ **BYO CAKE- Y / N**

DIRECTION SIGNS TO READ _____

I require the Hire of Audiovisual Equipment eg Microphone, Projector _____

DRINKS (Please Circle) **CASH / TAB / SUBSIDISED** TAB LIMIT \$ _____

TAB TO INCLUDE _____

MUSIC (Please Circle) **IPOD / CD'S** DECORATIONS (Please Circle) **DOING OWN / HIRED DECORATOR**

DEPOSITS & CHARGES

By signing below, I hereby confirm I have read and understood the function package guidelines & conditions and authorise the Earl of Leicester Hotel to take payment for all deposits & charges for my function at their venue.

CREDIT CARD AUTHORISATION		
CARD (please circle) M'Card / VISA / Amex (4% surcharge)		
Cardholder Name _____		
Card Number _____		
Expiry Date _____	CCV _____	Card Holders Signature _____