

# BOOKING FORM

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_ Function Date: \_\_\_\_\_

Start Time: \_\_\_\_\_ Setup Time: \_\_\_\_\_ Occasion: \_\_\_\_\_

Approx. Number of Guests: \_\_\_\_\_ (Final numbers required no later than one week prior)

Area (Circle): RESTAURANT      GARDEN COURTYARD      CORNER LOUNGE      FRONT LOUNGE

On behalf of The Woolpack Hotel, we thank you for choosing our venue to hold your function.

Upon selection of our venue, a \$200.00 booking fee is required to hold the function room for the selected date. It will be refunded to you at the end of your function on the following conditions:

- The function is not cancelled
- Minimum of 40 people attend the function (if private room is provided)
- No person attending the function causes any willful damage to the hotel.

For all food orders, a minimum of 50% of the total cost must be paid no later than one week prior to the function date, with the balance payable on the night.

All beverages must be purchased from the hotel. Any person/s attending the function under the age of 18 must be accompanied & supervised by a parent or legal guardian at all times, must not consume alcohol and must leave the premises by 10pm. All functions held on a Friday or Saturday night must be finished by 3am.

If the function is held in the garden courtyard, all amplified music must be turned down at midnight.

**Food Menu (circle):**      Canapé      Silver Banquet      Gold Banquet

**Bar Tab (circle):**      YES/NO      Cash/Card      Limit: \$ \_\_\_\_\_

Drinks Included: \_\_\_\_\_

**Entertainment (circle):**      Jukebox      iPod/mp3      DJ/Live Music

**Special Requirements for the Night:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

By signing below, you agree to the above conditions & that The Woolpack Hotel reserves all rights.

Name: \_\_\_\_\_ Sign: \_\_\_\_\_

# BOOKING FORM

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_ Function Date: \_\_\_\_\_

Function Start Time: \_\_\_\_\_ Time for food to be served: \_\_\_\_\_

Number of Guests: \_\_\_\_\_ (Final numbers required no later than one week prior)

Area (Circle): RESTAURANT      GARDEN COURTYARD      CORNER LOUNGE      FRONT LOUNGE

\*Please note: Food can be served in two separate servings at different times but all must be served by 9pm\*

## Food Menus

Please fill out relevant section/s below.

### Canapé Menu @ \$12.50+ p/p

Number of guests: \_\_\_\_\_ Per person total: \_\_\_\_\_

Total food cost: \_\_\_\_\_ Deposit Paid: \_\_\_\_\_

Selections (tick):

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Calamari Rings & Chips      | <input type="checkbox"/> Chicken Nuggets & Chips      | <input type="checkbox"/> Curry Puffs            |
| <input type="checkbox"/> Chicken Wings               | <input type="checkbox"/> Chicken Satay Skewers        | <input type="checkbox"/> Fish Cocktails & Chips |
| <input type="checkbox"/> Fish Cakes (HOT)            | <input type="checkbox"/> Mini Ham & Cheese Croissants | <input type="checkbox"/> Mini Quiches           |
| <input type="checkbox"/> Mini Spinach Rolls          | <input type="checkbox"/> Prawn Cutlets & Chips        | <input type="checkbox"/> Party Pies             |
| <input type="checkbox"/> Party Sausage Rolls         | <input type="checkbox"/> Potato Wedges                | <input type="checkbox"/> Spring Rolls           |
| <input type="checkbox"/> Salt & Pepper Squid & Chips | <input type="checkbox"/> Seafood Sticks & Chips       |   |

### Silver Banquet Menu @ \$25.00 p/p

Number of guests: \_\_\_\_\_ Per person total: \_\_\_\_\_

Total food cost: \_\_\_\_\_ Deposit Paid: \_\_\_\_\_

### Gold Banquet Menu @ \$30.00 p/p

Number of guests: \_\_\_\_\_ Per person total: \_\_\_\_\_

Total food cost: \_\_\_\_\_ Deposit Paid: \_\_\_\_\_

Allergies & Special Requirements: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_