



FUNCTION ENQUIRY SHEET

Date of Enquiry	
Date of Function	
Name	
Company	
Address	
Phone	
Mobile	
Fax	
Email	
Type of Function	
Number of Guests	
Venue	
Time	

Food Requirements

Other comments

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Beverage Requirements

	Beverage Package	
	Bar Tab	
	Cash Bar	

Other comments

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Theming/AV other comments

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