

Special Events Booking Form

Today's Date:	
Names	
Landline Telephone	
Mobile Telephone	
e-mail	
Contact Address	
Suburb	
Postcode	
Function Date	
Approx Arrival Time	
Area Required	
Number of guests	
Deposit paid \$500	Credit Card Cheque Cash Electronic Date Paid:
Package Chosen	
Extra Information	

- I understand that cancellations must be given in writing and that the initial deposit is non-refundable.

Initial bond/deposit: \$1000 with this booking form non-refundable if the event is cancelled.

All balance payments required on the date of the event.

Payments:

Initial bond/deposit: \$1000

Three months before function date: \$1000

Two Weeks before function date: All payments required.

- I accept that I need to give final numbers 14 days before. The number of guests that I give is the number I will be charged.
- I agree that all guests will leave the premises by 11.30pm and that the music and licensing requirements will be met.
- Live music: Noise levels for entertainment within Flaxton Gardens must be carefully monitored. Should noise exceed permitted levels you may be asked to adjust the levels.
- I have read, understand and accept the terms and conditions.

Preferred payments:

Bank cheque (payable to Flaxton Gardens), Credit Card, and cash

Bank details: BSB 064424. Acc number: 10511880. Acc Name: Flaxton Gardens

Host's Signature

Signed on behalf of Flaxton Gardens

Date