

# Confirmation of booking form

## Function details

Name of function:.....  
Host on the night:.....  
Date of function: ...../...../..... Estimated number of guests :.....  
Space required: The Hogarth The Cellar The Bar The Restaurant  
Guest arrival Time:.....Start time:..... Finish time:.....

## Contact details

Contact person:.....  
Business or department:.....  
Telephone:..... Mobile:.....  
Fax:.....Email:.....

## Payment detail Paid on the day/night Send out account ( payment within 7 days)

Account to:.....  
Business or Department:.....  
Phone:.....Postal Address:.....

## Deposit

Monday to Friday day rate per room @ \$100 = .....  
Monday to Friday evening rate per room @ \$200 = .....  
Saturday all day rate per room @ \$250 = .....  
Sunday / Public holiday all day rate per room @ \$500 = .....  
PLUS 10% of food costs (Christmas functions) =.....  
Total deposit due =.....  
 Paid by cash  Cheque  Credit card

## Credit card payment

Visa  Mastercard  Amex  Diners  
Name on card:.....Card number:.....  
Expiry date:.....Amount:.....  
Signature:.....

## Declaration

We wish to confirm our booking with The Chesser Cellar. By signing this document, we agree to be bound by the terms and conditions included in the Functions Package and we maintain that all information represented on this form was true and as accurate at the date of submission.

Signed:.....

Date:.....