

Venue name: _____

Address: _____

Phone number: _____

Contact name: _____

Date required: _____

Times available

From: _____

To: _____

Are there any overtime charges?: _____

If so, how much?: \$ _____

Menu type, e.g. seated dinner, buffet: _____

Sample menu: _____

Price of meal (per person or per item): \$ _____

What drinks are supplied?: _____

Price of drinks (per person or per item): \$ _____

Total costs: \$ _____

Deposit paid: \$ _____

Balance due date: _____