



VENUE BOOKING FORM

CLIENT DETAILS

Name:
 Company Name:
 Phone Number:
 Address:
 Email:

EVENT INFORMATION

Date of Event:
 Name of Event:
 Start Time: Finish Time:
 Bump In Time: Bump Out Time:
 Number of Adults: Number of Children:

EXTERNAL SUPPLIERS

Caterer:
 Props:
 Entertainment:
 Cake:
 Florist:
 Photographer:
 Jumping Castle:
 Other:

ADD ON ITEMS

Cleaning	\$80 Day	\$130 Night			
Balloons:					
Prop Hire:					
Partyware:					
Tablecloth Hire:	White	Black	Banquet \$17	Standard \$12 each	Qty
Kids Chair Hire:	Clear	Ghost Chairs	\$5 each	White Cross Back	\$4 each Qty

PAYMENT

Total charge:		Date Paid:
50% deposit:		Date Paid:
\$400 Security bond:		Date Paid:
Final balance due by:		
Credit Card No.		