



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 / Soft Play: _____
Stylist: _____

ADD ON ITEMS

Balloons: _____
Prop Hire: _____
Partyware: _____
Tablecloth Hire: (please circle) White / Black – Banquet \$17 / Standard \$12 each Qty: _____
Kids Chair Hire: White Cross Back \$4 each (12 available) Qty: _____
Kids Table Hire: \$60 _____

PAYMENT

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