



The Royal Hotel

Event Function Form

Day & Date of Function: (1 page for each day): _____

Royal Staff Contact Name: _____

CONTACT DETAILS

Business name: _____

Contact Person: _____ Contact on Day: _____

Address: _____

Postal Address: _____

Telephone: _____ Fax: _____

Email: _____ Mobile: _____

FUNCTION DETAILS

How did you hear about The Royal Hotel _____

Type of Function: (please circle) Meeting Presentation Training Networking

Other: _____

Room Layout (Please Circle) Boardroom U-Shape Cocktail Theatre

Attendance Numbers: _____

Start Time: _____ Finish Time: _____

EQUIPMENT REQUIREMENTS

(please note that all requirements must be confirmed to be available on the day & are available at an additional cost)

(please circle) Laptop CD DVD Microphone

Other: _____

(Please be advised to check your laptop compatibility with our monitor)

CATERING REQUIREMENTS

Please select from the Corporate Catering Menus available @ www.theroyalhotel.net.au

Menu _____

Beverage Package _____

Special Dietary Requirements _____

Other Requirements: _____

Method of Payment (please circle) Cheque Credit Card Cash

...../...../.....Exp...../.....Verification #.....

FUNCTION BOOKING AGREEMENT - Please sign and fax back to (08) 8363 2766

Name: _____

Signed: _____ Date: _____



Terms & Conditions

Please be aware that bookings are not confirmed until a deposit has been received. Alternatively, you can confirm your dates by providing your credit card details. Deposits must be received 14 days after initial booking to confirm your booking. If a deposit is not received your room may be booked out to another customer without notice. Deposits can be paid by cheque, credit card or cash.

Final numbers must be confirmed 14 days prior to your conference along with your final menu. If numbers on the day are less than quoted from your conference booking form and 14 days notice has not been given to your Function Co-coordinator, the full payment quoted or whichever is greater will be charged. No external food or beverages are allowed to be brought into the Function Centre.

Full payment is required before the commencement of the conference/function. Any extra's that are required on the day of the conference must be paid for at the conclusion of the conference/function.

Please note that room allocations can be changed without notice at the discretion of management. All equipment hire is available at an additional cost. Refer to your Function Co-ordinator for further details.

Cancellation of Booking

All cancellations after deposit has been receipted or credit card details held incur a \$100 administration fee.

Cancellation of less up to 2 weeks - forfeit deposit (room hire amount or 10% of function total whichever is greater).

Cancellation of less than 2 weeks - forfeit total cost of function.

Please sign and return either by fax to 8363 2766 or scan & email to reception@theroyalhotel.net.au, at your earliest convenience to confirm the details and pricing and to agree to the Terms & Conditions of your booking.

Signed: Dated:

Printed:

Method of payment for deposit: (please circle)

Cheque Cash Credit card (held as guarantee only)

Method of payment on the day for Function Balance: (please circle)

Cheque Cash Credit card

Credit card details:

Card number:

Expiry date/..... Verification pin (3 digit number on your card)