

THE WHITE LION

FUNCTION BOOKING FORM

DATE OF APPLICATION _____ DATE OF THE EVENT _____

SURNAME _____ COMPANY NAME (if required) _____

LANDLINE NO _____ MOBILE NO _____

EMAIL ADDRESS _____

ADDRESS _____ POST CODE _____

VENUE REQUIREMENTS

NUMBER OF GUESTS

SETUP TIME _____

FUNCTION TIMES

START TIME _____

STARTERS SERVED _____

DINNER SERVED _____

DESSERT SERVED _____

COFFEE/TEA _____

ROOM SET UP:

- Cinema U shape banquet style
 School room Lounge Style cocktail style (Cost R 150 per table)

DO YOU REQUIRE

- Midnight Extension- Finish after 00H00 (R 1000.00 per hour - Max 02H00 Closing)
 Cash Bar
 Bar tab
 Selected Offering
 Full Offering
 Midnight Extension- Finish after 00H00 (R 1000.00 per hour - Max 02H00 Closing)

CATERING

MENU OPTIONS

BUFFET OPTIONS 1 2 3 4 5 6 7 other please specify(_____)

DESSERTS REQUIRED (price will be added to final cost of venue) _____

ANY ALLERGIES/VETERTAIRIANS/VEGANS **(YES)** **(NO)**

IF YES PLEASE STATE

REASON FOR BOOKING

WEDDING BIRTHDAY CHRISTENING WAKE BABY SHOWER ANNIVERSARY

DRINKS REQUIRED ON ARRIVAL PLEASE STATE: _____

WOULD YOU LIKE IN HOUSE DISCO (£130.00 charge is required for this) _____

TERMS AND CONDITIONS:

1. No booking is confirmed unless we have a fully completed booking form and a paid deposit of (_____)
2. Only duly authorised signatures may sign the booking sheet.
3. Payment terms are strictly on presentation of invoice prior to the function or by prior arrangement in writing.
4. All extras not included in the final invoice must be settled on the day of the event.
5. Confirmation of final number of delegates must be confirmed 72 hours before, otherwise you will be billed for the original number booked for on the booking sheet.
6. All drinks are for your own account unless otherwise agreed upon in writing.
7. The White Lion reserves the right to make changes to venue rooms providing you are notified 48 hours prior.
8. Advertising and external branding may be put up only 1 hour prior to the event and must be removed directly afterwards. (We will not be held liable for loss of banners or marketing material.)
9. Cancellation terms are 7 days prior - Full refund, thereafter "No" refund will be issued!
10. We will not be held liable for any loss, damage or theft of décor, equipment or items stored on the premises.
11. Right of admission is reserved.
12. We do not serve strictly Halaal and Kosher meals.
13. We do not allow external catering except in the case of requiring strictly halaal or kosher foods. Only pre-approved suppliers may be used and a surcharge of (_____) per person will be levied.
14. Members of family will have 10% discount on catering purchases only

NUMBER OF GEUSTS (_____) PRICE PER HEAD (_____) TOTAL COSTINGS (_____)
TOTAL COST WITH DISCOUNTS(_____) DEPOSIT REQUIRED FOR BOOKING (_____)

I _____ confirm that I would like to book the above venue and understand the terms set out. I _____ confirm I have paid _____ deposit and understand the remaining monies will need to be paid 7 days prior to booking.