

Venue Hire | Booking Enquiry Form



CONTACT DETAILS

Name of hirer: _____

Address: _____

Tel: Work _____ Home: _____ Mobile: _____

Email: _____

BOOKING INFORMATION

Name of Venue: _____ **HARPER'S MANSION** _____

Date: _____ Start Time: _____ Finish Time: _____

Estimated Number of Guests: _____

Event Options (please tick items which apply):

Venue Option	Please Tick	Fee	Sub-total
Gardens: Wedding ceremony & photography	<input type="checkbox"/>		
Gardens: functions	<input type="checkbox"/>		
Photography or filming only	<input type="checkbox"/>		
Other (please specify):	<input type="checkbox"/>	To be negotiated	
Table covered in white damask cloth and two chairs for signing of wedding registry	<input type="checkbox"/>	Free of charge	
Six-metre marquees Number required (up to 3): _____	<input type="checkbox"/>	\$20 each	
Gazebos Number required (up to 3): _____	<input type="checkbox"/>	\$20 each	
Chairs Number required: _____	<input type="checkbox"/>	\$1.70- \$3.70 each	
Glasses Number required: _____	<input type="checkbox"/>	\$0.50 each	
Total Amount:			

OTHER INFORMATION

Entertainment or Music: _____

Photographer: _____

Catering: _____

Special Requirements: _____

Date booking taken: _____ Taken By: _____

PAYMENT DETAILS (To be taken on confirmation of booking)

Cheque Cash MasterCard Visa Bankcard

Name on card: _____

Card Number: _____

Verification Number: _____

Expiry Date: _____

Signed: _____

Date: _____

Thank you for booking your event with Harper's Mansion!

OFFICE USE ONLY

Deposit Paid: Amount: _____ Receipt No: _____

Balance Paid: Amount: _____ Receipt No: _____