

# Venue Hire | Booking Enquiry Form



## CONTACT DETAILS

Name of hirer: \_\_\_\_\_

Address: \_\_\_\_\_

Tel: Work \_\_\_\_\_ Home: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

## BOOKING INFORMATION

Name of Venue: MISS TRAILL'S HOUSE AND GARDEN

Type of Function: \_\_\_\_\_

Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ Finish Time: \_\_\_\_\_

Estimated Number of Guests: \_\_\_\_\_

Event Options (please tick items which apply):

Venue Option	Please Tick	Fee	Sub-total
Gardens, paddocks and veranda	<input type="checkbox"/>	\$ 500.00 (plus \$100.00 refundable security deposit) for 4 hours	
Tables with umbrellas (number: _____ [up to 12] )	<input type="checkbox"/>	No fee	
Chairs (number: _____ [up to 136])	<input type="checkbox"/>	No fee	
Catering: morning or afternoon tea (number: _____ )	<input type="checkbox"/>	\$8.00 per person	
Catering: lunch (number: _____ )	<input type="checkbox"/>	\$16.00 per person	
Small Marquees	<input type="checkbox"/>	No fee	
Large Marquee	<input type="checkbox"/>	No fee	
Catering, Other (number: _____ )	<input type="checkbox"/>	Price to be negotiated	
<b>Total Amount:</b>			



**OTHER INFORMATION**

Entertainment or Music: \_\_\_\_\_

Photographer: \_\_\_\_\_

Outside Catering: \_\_\_\_\_

Special Requirements: \_\_\_\_\_

Date booking taken: \_\_\_\_\_ Taken By: \_\_\_\_\_

**PAYMENT DETAILS**

Cheque       Cash                 

Name on card: \_\_\_\_\_

Card Number: \_\_\_\_\_

Verification Number: \_\_\_\_\_

Expiry Date: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**Thank you for booking your event with Miss Trail's House and Garden!**

**OFFICE USE ONLY**

Deposit Paid:            Amount: \_\_\_\_\_      Receipt No: \_\_\_\_\_

Balance Paid:            Amount: \_\_\_\_\_      Receipt No: \_\_\_\_\_