

KNOX CLUB

COPORATE BOOKING FORM APPLICATION

(PLEASE PRINT)

1. NAME OF COMPANY FOR WHOM FUNCTION IS HELD:

2. NAME OF PERSON AUTHORISED TO ACT FOR FUNCTION:

3. ADDRESS:

4. TELEPHONE NUMBER: HOME: _____ WORK: _____

FAX: _____ EMAIL: _____

5. DATE REQUIRED: _____

6. APPROXIMATE NUMBER OF GUESTS TO ATTEND: _____

7. TIMES REQUIRED: FROM: _____ TO: _____

8. TYPE OF FUNCTION FOR WHICH FACILITY IS REQUIRED: _____

9. CATERING REQUIREMENTS: BREAKFAST MORNING TEA LUNCH AFTERNOON TEA
COCKTAIL SIT DOWN BUFFET

10. A deposit of \$300.00 is required to secure your Function Booking, to accompany this form.

11. Bookings are considered tentative until receipt of deposit and signed Application Form is returned. Final numbers will be confirmed 7 WORKING DAYS before your function dates. These Numbers will be considered as your minimum guarantee and is not subject to change. Requests for increasing the guarantee within a 72 hour period are subject to Knox Club approval and may result in additional charges.

12. I acknowledge and accept having read the terms and conditions and understand the information, and have retained a copy for my information. I further comply with all aspects of such conditions on acceptance of this application form.

SIGNED: _____ DATE: _____