KNOX CLUB

CORPORATE 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: MOBILE:_____ WORK:_____

EMAIL:_____

5. APPROXIMATE NUMBER OF GUESTS TO ATTEND:_____

6. DATE REQUIRED: _____ DAY:_____

7. TIMES REQUIRED: FROM:_____ TO: _____

8. ROOM HIRE FEE: $150 up to 4 hours $300 over 4 hours/full day

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

10. CATERING REQUIREMENTS: BREAKFAST MORNING TEA LUNCH AFTERNOON TEA

COCKTAIL SIT DOWN BUFFET

11. A deposit is required to secure your Function Booking. An invoice will be generated upon receiving completed booking form.

12. 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.

13. Sunday functions incur a 5% surcharge on food & room hire. Public Holidays incur a 15% surcharge on food & room hire.

14. 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:_____