

Function Booking Form

The Person Booking the Venue* _____

Contact Details:-Ph. _____ Mobile. _____

Email. _____ Fax. _____

Address: _____

Suburb. _____ State. _____ P/code. _____

*(*Responsible for payment & damage reimbursement)*

Type of Function: _____

Organisation Name: _____

Arrival Date / Time of Function: _____

Departure Date / Time of Function: _____

Number of days: _____ Approximant number of people: _____

Quoted full cost: - \$ _____

*Deposit paid: - amount \$ _____ By: [] Cash, [] Chq, [] Other

**Balance must be paid 7 days prior to event.*

*Balance paid: - amount \$ _____ By: [] Cash, [] Chq, [] Other

Signed: _____

(Person Booking the Venue)

Notes:-

- (1) Minden Retreat is to be reimbursed for breakages above \$10 in value.
- (2) Times in and out 2 pm and 10 am respectively for the rooms & other venue facilities.
- (3) Minden Retreat services the Bawden Lodge rooms at the end of your stay. All other facilities, Chapel, hall, kitchen, dormitories etc. and grounds are to be left as they are found. We can arrange cleaners for you if you wish - the cost normally approximates \$480 to \$1,000.
- (4) Our cancellation policy is no refund of deposit within 3 months of date of function (e.g. Wedding) but we do refund 50% of deposit within 6 months from date of function and 80% of deposit for 6 months and over from date of function.
- (5) Change of date policy -please refer to our hand book for details.

Office use only:

Processed By: _____ Date of booking: _____

Web Diary Overview Bookings Wall planner File