

WEDDING BOOKING FORM

Please complete and fax to Creative Catering (06) 355 5433

Or Email to creativecatering@xtra.co.nz

Bride and Grooms names	
Venue	
Date	

CONTACT DETAILS

Phone:	Mobile:	Fax:
Phone:	Mobile:	Fax:
Email:		
Postal address:		Physical address:
Postcode:		Postcode:
CONTACT ON DAY (MC)		

BOOKING DETAILS

SET UP STYLE	
HEAD TABLE NUMBERS	

NUMBER OF GUESTS	
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SET UP DETAILS

Tablecloth colour	
Linen napkin colour	
Paper serviette colour	

TIMING

Guests arrival		Dessert	
Guests seated		Speeches	
Bridal Party arrival		Cutting of the cake	
Buffet open		Other	

CATERING

Canapés	
Wedding menu #	
Supper	
Dietary	

BEVERAGE

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COMMENTS

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DEPOSIT PAYMENTS CAN BE MADE BY INTERNET BANKING OR DIRECT CREDIT

Reference – Name & date of function

Account info: BNZ Acc # 02-0727-0346942-02

TERMS AND CONDITIONS

Terms and conditions will be provided with your confirmation. These may vary depending on the type of event being planned.

Below are some of the terms and conditions that may apply to your event;

INCLUDED IN YOUR ROOM HIRE

- In house tables (round or trestle) and chairs
- White tablecloths
- Setup
- Staffing

All AV requirements not on site will be outsourced and on charged.

CONFIRMATION

- Please confirm actual numbers 5 working days prior to your event. You will be charged for numbers given unless special arrangements have been made with the Catering Manager.

DEPOSIT

- You may be required to provide us with a deposit to confirm your event.
- Final payment to be made within 7 days of receipt of invoice.

FOOD AND BEVERAGE EVENTS

- All products are subject to availability and prices are subject to change
- No food or beverage is to be brought into the Awapuni Function Centre.
- Catering requirements need to be confirmed 14 working days prior to your event.
- Should you need to cancel your event, whether in whole or in part, you shall advise us in writing as soon as possible. Refunds are at the discretion of the Catering Manager.

DAMAGES/INSURANCE

- You agree and acknowledge that you shall be financially and legally responsible for any damage to our premises or equipment during the event. Such responsibility/liability extends to you, your guests and invitees, outside contractors or any other persons attending the event.

NAME OF FUNCTION

DATE OF FUNCTION

Signed by

Catering Manager

DATE

Signed by

Client

DATE
