



FUNCTION SHEET

Restaurant: _____
Function no.: _____
Circulation: _____
Booking date: _____
Copies to venue: _____

DAY: _____ DATE: _____ TIME: _____

PARTICULARS OF CLIENT:

COMPANY: _____ ACCOUNT: _____

PHONE NO.: 1 _____ 2 _____ FAX: _____

EMAIL: _____ ORGANISER'S NAME: _____

PARTICULARS OF FUNCTION

TYPE OF FUNCTION: _____ PROVISIONAL NOS. _____

PRICE PER HEAD: _____ DEPOSIT: _____

DEPOSIT RECEIVED: _____

REMARKS: _____

MENU – ATTACHED

DRINKS

BEFORE MEAL: _____ DURING MEAL: _____

TABLE WINES: SERVED WITH STARTER: _____
SERVED WITH MAIN COURSE: _____
SERVED WITH DESSERT: _____

CHAMPAGNE: YES NO _____

SPECIAL REQUIREMENTS: _____

GENERAL:

MENU PRINTING: _____ MUSIC: _____

FLOWERS: _____ WEDDING CAKE: _____

OTHER: _____
