

BOOKING FORM

Name: _____

Address: _____

Phone: _____ Email: _____ Function Date: _____

Start Time: _____ Setup Time: _____ Occasion: _____

Approx. Number of Guests: _____ (Final numbers required no later than one week prior)

Area (Circle): RESTAURANT

GARDEN COURTYARD

CORNER LOUNGE

On behalf of The Woolpack Hotel, we thank you for choosing our venue to hold your function.

Upon selection of our venue, a \$200.00 booking fee is required to hold the function room for the selected date. It will be refunded to you at the end of your function on the following conditions:

- The function is not cancelled
- Minimum of 40 people attend the function (if private room is provided)
- No person attending the function causes any willful damage to the hotel.

Due to the changing COVID-19 conditions & limitations with regards to licensed premises, there are certain procedures that must be followed. These procedures may differ depending on the date of booking & also the date of your function. Please discuss this when placing your booking & also approaching your function. Please note that there may be situations that are out of our control with regards to COVID-19 where functions may be cancelled due to new restrictions being placed on licensed premises.

Being a licensed venue, we have strict RSA policies in place. Please note that any persons attending the function must abide by these policies at all times. Failure to do so may result in persons being asked to leave the venue.

All beverages must be purchased from the hotel. Any person/s attending the function under the age of 18 must be accompanied & supervised by a parent or legal guardian at all times, must not consume alcohol and must leave the premises by 10pm. All functions held on a Thursday, Friday or Saturday night must be finished by 3am.

For all food orders, a minimum of 50% of the total cost must be paid no later than one week prior to the function date, with the balance payable on the night.

If the function is held in the garden courtyard, all amplified music must be turned down at midnight.

Bar Tab (circle): YES/NO Cash/Card Limit: \$ _____

Drinks Included: _____

Entertainment (circle): Jukebox iPod/mp3 DJ/Live Music

Special Requirements for the Night: _____

BY SIGNING BELOW, YOU AGREE TO THE ABOVE CONDITIONS & THAT THE WOOLPACK HOTEL RESERVES ALL RIGHTS

Name: _____ Sign: _____

HOW DID YOU HEAR ABOUT US? (PLEASE TICK)

SOCIAL MEDIA

GOOGLE

WEBSITE

PREVIOUS FUNCTION

OTHER

BOOKING FORM

Name: _____

Address: _____

Phone: _____ Email: _____ Function Date: _____

Function Start Time: _____ Time for food to be served: _____

Number of Guests: _____ (Final numbers required no later than one week prior)

Area (Circle): RESTAURANT

GARDEN COURTYARD

CORNER LOUNGE

PLEASE NOTE – ALL FOOD MUST BE SERVED BY 9PM

ALL PAYMENTS MADE BY CARD ATTRACT A 2% SURCHARGE

Please fill out relevant section/s below.

Standard Function Menu @ \$20.00 p/p

Number of guests: _____

Per person total: _____

Total food cost: _____

Deposit Paid: _____

Louisiana Chicken Wings

Calamari Rings

Potato Wedges (V)

Pork Spring Rolls

Pork Dim Sims

Cocktail Samosas (V)

Premium Function Menu @ \$35.00 p/p

Number of guests: _____

Per person total: _____

Total food cost: _____

Deposit Paid: _____

Signature Beef Rib Bites

Chicken Skewers with Signature Basting

Fisherman's Basket

Pork Spring Rolls

Pork Dim Sims

Calamari Rings

Allergies & Special Requirements: _____
