



FUNCTION BOOKING FORM

1. Customer Name/s _____
Contact Ph no./s _____
Email _____

2. Function type – please tick

Wedding Reception

Engagement

Private party – other specify

Birthday

3. Approximate numbers _____

4. Function Date ____ / ____ / ____ being _____ (day of week)

Expected function Start time	am/pm	Expected function finish time	am/pm
Expected function set up Date and time	Date am/pm	Expected function pack down date and time	Date am/pm

5. Location – please tick

Watermans café

Off-site venue of choice

If off-site venue please specify location _____

If more than one location is required, please advise time expectations for each area
(eg. Ceremony location + canapes 2 hrs – reception location + service 5 hrs)

Location 1 _____ time _____

Location 2 _____ time _____

6. Wet weather option Yes _____ No _____

If yes, please specify preferred location _____

7. Event hire equipment Yes _____ No _____

If yes, please specify _____

Please note: Confirmation of this booking is not valid until receipt of payment is received and acceptance in writing of any specific conditions. Booking fee is non-refundable.

Contact: Kate Thompson – Function Coordinators

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