



HBYC FUNCTION ENQUIRY SHEET

DATE TAKEN: ___/___/___

ENQUIRY

CONFIRMED

DETAILS

Name/Business Name: _____

Member No _____

Contact: _____

Address: _____

Suburb: _____

Post Code: _____

Home Phone: _____

Work Phone: _____

Mobile: _____

Fax/Email: _____

Corporate

Birthday:

Presentation Night:

Social

Xmas

Wedding

Engagement Party

Seminar

Date of Function: _____ Room Hire: _____ / _____ Date Rec'd

Time: _____ No of Persons: _____ Bond: _____ / _____ Date Rec'd

Room: _____ Paid in Advance: _____ / _____ Date Rec'd

Menu: _____

_____ Cost: _____

Beverage: _____

Equipment: _____

Entertainment: _____

COMMENTS: