

Function Booking Form

The Person Booking the Venue* _____

Contact Details:-Ph. _____ Mobile. _____

Email. _____ Fax. _____

Address: _____

Suburb. _____ State. _____ P/code. _____

*(*Responsible for payment & damage reimbursement including any legal fees)*

Type of Function: _____

Organisation Name: _____

Arrival Date / Time of Function: _____

Departure Date / Time of Function: _____

Number of days: _____ Approximant number of people: _____

Quoted full cost: - \$ _____

*Deposit paid: - amount \$ _____ By: [] Cash, [] Chq, [] Other

**Balance must be paid 7 days prior to event.*

*Balance paid: - amount \$ _____ By: [] Cash, [] Chq, [] Other

Signed: _____

(Person Booking the Venue)

Notes:-

- (1) Minden Retreat is to be reimbursed for breakages above \$10 in value.
- (2) Times in and out 2 pm and 10 am respectively for the rooms & other venue facilities. Unless otherwise stated.
- (3) Minden Retreat services the Bawden Lodge rooms at the end of your stay. All other facilities, Chapel, hall, kitchen, dormitories etc. and grounds are to be left as they are found. We can arrange cleaners for you if you wish - the cost is normally \$750 .
- (4) Our cancellation policy is to give no refunds of deposits within 3 months of the original date for which the function was booked. We only refund 25% of deposits within 6 months from date of functions, 50% of deposits for cancellations 6 months to 12 months from the date of functions. and 75% of deposits for cancellations over 12 months from the date of functions.
- (5) Change of date policy - you may change your date once but in doing so you loss your deposit.

Office use only:

Processed By: _____ Date of booking: _____