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FUNCTION BOOKING FORM

Function Date: _____ **Time:** _____

First Name: _____ **Last Name:** _____

Address: _____

Phone: _____ **Email:** _____

<i>Function Area Required</i>	Under Cover Function Area Narracan Hall Whole Park
<i>Approx Number of Guests</i>	
<i>Decoration Details</i>	
<i>Type of Function</i>	
<i>Extra Details/Requirements</i>	

PLEASE TICK ALL RELEVANT OPTIONS

<i>OPTIONS</i>	<i>PRICE</i>	
Under Cover Function Area	\$300	
Whole Park Hire (10am-4pm ONLY)	\$550	
Narracan Hall	\$300	
Photographic Session Only	\$150	
Cleaning Services	\$200	
Bond	\$150	

Please Turn Over – Only available for Large Undercover Area

BAR OPTIONS	PRICE	
Only relevant for whole park hire & Undercover function area		
OPTION A – BYO ALCOHOL (client to provide alcohol for Old Gipps town staff to serve to guests) License Fee Required	\$55	
OPTION A – Bar staff are required to serve alcohol, please note a minimum of 2 staff are required (cost is per staff member per hour)	\$40 per staff member per hour	
Glass Hire	\$100	
OPTION B – DRINKS AT BAR PRICES Old Gipps town to provide alcohol at bar prices, please note 2 bar staff are included in this package. There are a few different option with this package, they are: 1. Couple is to pay a tab for the night, once the limit is reached guests can then purchase drinks at bar prices. 2. Guests can purchase drinks at bar prices	Please circle 1 or 2	

Please contact us if there are any concerns we can tailor a package to suit your needs.

Please complete and return this form as your wedding booking. A deposit of \$100 is required at the time of booking in order to secure your preferred date. **This deposit is refundable up until 2 weeks prior to the function date, if the booking is cancelled in this time the deposit is not refundable.**

*The park vehicles are driven and maintained by volunteers and so may not be available on the day you choose. The hire charge goes towards their continued restoration.

For office use only.	Date form received: _____
Deposit amount paid: _____	Date: _____
Deposit taken by: _____	