



Children's Party Booking Form

Contact Details

Person in Charge:
 Contact Email:
 Contact Phone:
 Home Address:
 Name of Function:

Booking Details

Preferred Date (Saturday/Sunday):
 Preferred Booking Time (available between 12pm and 4:30pm):
 Additional Services Enquiry:

Payment Details

\$30.00 an hour		Reference: JFCParty *insert your name*
(minimum 3 hours) =		JFC Bank Details – BSB: 306 113
toy shed \$50.00 =		Account Number: 4171288
catering =		
bond =	<u>\$100.00</u>	
AMOUNT TO PAY =		

Bond Details

Please provide your bank account details for bond return:
 Account Name:
 BSB:
 Account Number:

Acknowledgement

I/We have received and read the Venue Hire Policy Guidelines and agree to the terms outlined in this document. I also acknowledge that if I have to cancel my booking for any reason I must give at least 7 days' notice or my fee will be forfeited.

Signed: _____ Date: _____

Catering Request

Fruit Platter \$35 small \$48 large	Classic meat: \$59 large
Sandwiches \$30 small \$55 large	Wraps: \$39 small \$65 large
Antipasto \$59 large	Sweet \$49 large
Cheese \$59 large	Gourmet rolls: \$65 large

You will need to pick this up from the Deli counter at IGA Candlewood Plaza on the day of your party

Office Use Only

Enquiry received by:	Email	Facebook	Telephone	Database
Invoice Number		Date:		
Invoice date Paid:				
Keys Issued:		Staff Member:		
Keys Signed Out:		Date:		
Keys Returned:		Bond returned:		Date: