

BOATHOUSE

ENQUIRY SHEET

Date/time: _____
Employee: _____

Function details	Client details
Function name:	Contact:
Date:	Company:
Start time:	Ph.:
End time:	Fax.:
Venue: Café / Bar / PDR / Palm Court	Email:
	Address:

Event details	
Pax	_____ guests
Event Type	Breakfast / Lunch / Dinner / Cocktail / Wedding
Room Set-up	Seated restaurant tables / Cocktail
Running Sheet:	
Time	Action
_____	Guests arrive
_____	_____
_____	_____
_____	Finish
Catering:	
Type:	Cocktail / Limited a la carte
\$ per person:	_____
Beverages:	Beverages on consumption / Bar Tab / Wine Selection TBA
Minimum Spend:	Not required / Yes \$_____
Additional details:	_____

Hold space: Yes / No

Please note Boathouse will only hold space without a deposit for 7 days from the date on form

How did you hear about Boathouse?

Yellow pages / Word of mouth / Passing by / Local / _____