|  |  |
| --- | --- |
| Taken By: |  |
| Date of Enquiry: |  |

****

**ENQUIRY FORM**

|  |
| --- |
| Company Name: |
| Company Address: |
| Organisers Name: |
| Organisers Contact Number: |
| Organisers E-Mail Address: |

|  |  |
| --- | --- |
| Type of Function/Function Name: | |
| Date of Event/Function: | |
| Number of Guests Expected: | **Budget:** |

**Function Space (Please Tick)**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Roundels |  | Shires |  | Whites |  | Dray |  | Field |  |

**Length of Function (Please Tick)**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Morning |  | Afternoon |  | Full Day |  | Executive |  | Evening |  |
| 8am-12pm | 1pm-5pm | 8am-5pm | 9am-12am | 6pm-12am |

**Room Layout (Please Tick)**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Theatre |  | Cabaret |  | Brdroom |  | Classroom |  | Dance |  |

|  |
| --- |
| Package: |
| Menu Options: |
| Refreshment Options : |
| Equipment Required: |

**Timings**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Org. Arrival |  | Guests Arrive |  | Break Time |  | Lunch Time |  | Guests Leave |  |

|  |  |
| --- | --- |
| Quote Price: | Date Quote Sent: |
| Chase 1 Date: | **Chase 2 Sent:** |
| Provisional Start: | **Provisional End:** |

|  |
| --- |
| Confirmed Date: |

|  |
| --- |
| Dead and Reason: |
|  |