

H.T. LUCK HIRE CONFIRMATION FORM

To be completed and returned, along with signed Terms & Conditions and Deposit, to secure your booking.

FAX: _____

** Final numbers to be confirmed 1 week prior to event.

EVENT	CONTACT AND ACCOUNT DETAILS
Event title:	Organiser:
Date of Function:	Phone: _____ Mobile: _____ Fax: _____
Type of Function:	E-Mail:
Expected attendance No**	Method of payment:
EVENT TIMINGS	Account address:
Preference for set up time:	EQUIPMENT REQUIRED [Tick]
Event start:	Overhead data projector
Event finish:	Screen
	P A System
CATERING REQUIREMENTS	BEVERAGE REQUIREMENTS
	Cash Bar: [individual pays]
	Dry Till: [to a value] \$
	On Consumption: [charge to an account]
	Please Circle: Beer / Wine / Soft / Champ Spirits [please circle]
	Other:
SPECIAL REQUESTS:	
SIGNATURE:	DATE: