



# booking form

Name of client: \_\_\_\_\_

Address: \_\_\_\_\_

Contact no: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Date of event: \_\_\_\_\_ Room required from: \_\_\_\_\_ (pm) to: \_\_\_\_\_ (pm)

Occasion: \_\_\_\_\_

Brief details of function: (e.g. cocktail, sit down) \_\_\_\_\_

No. of guests: \_\_\_\_\_

Office Use: A deposit of \$ \_\_\_\_\_ has been received by \_\_\_\_\_

Credit card no: \_\_\_\_\_ Exp date: \_\_\_\_\_

Name on card: \_\_\_\_\_

Type of card: \_\_\_\_\_ Amount to be processed: \_\_\_\_\_

Authorised signature: \_\_\_\_\_

## Confirmation

Confirmation of your booking is only valid with a completed copy of this agreement and a minimum deposit of \$500.

## Client Responsibility

The Client accepts responsibility for any and all damage to the venue or part thereof caused by you, your guests, contractors or invitees.

Voyage Café will accept no responsibility for the loss or damage to any personal property or injury to any person in or around the venue.

## Terms & Conditions

I acknowledge and accept these Terms and Conditions

Name: \_\_\_\_\_

Signature: \_\_\_\_\_