



Details required on invoice	
Company name / Name	
Phone	
Email	
Address	
Venue	
Auditorium <input type="radio"/>	<input type="radio"/> Under 4 hours \$250.00 <input type="radio"/> Over 4 hours \$350.00
Centennial <input type="radio"/>	<input type="radio"/> Under 4 hours \$150.00 <input type="radio"/> Over 4 hours \$250.00
Blue Room <input type="radio"/>	<input type="radio"/> Under 4 hours \$ 50.00 <input type="radio"/> Over 4 hours \$ 75.00
Other <input type="radio"/>	
Function type	
Date of function	
Organiser name	
Phone	
Email	
Number of people	_____ Start time: _____ Finish time: _____
Guest ETA	_____
Music	<input type="radio"/> Own If applicable - Band set up time: _____
Room setup	Time: _____ <input type="radio"/> Organiser <input type="radio"/> NP Club – Cost \$ _____
Room pack up	<input type="radio"/> Organiser <input type="radio"/> NP Club – Cost TBC
Set up instructions:	
Bar	
Bar staff	<input type="radio"/> Required – Cost \$50 <input type="radio"/> Not required
Bar tab	Amount \$ _____ <input type="radio"/> All alcohol <input type="radio"/> Beer, wine, soft drink ONLY
Special requests:	



Food	
A deposit on food costs may be required: \$ _____	
Food serve time: _____ Buffet set up time: _____	
Tablecloths	<input type="radio"/> Yes / <input type="radio"/> No <input type="radio"/> White \$ _____ each <input type="radio"/> Black \$ _____ each How many _____ Total cost \$ _____
Serviettes required	<input type="radio"/> Yes / <input type="radio"/> No Colour _____ Total cost \$ _____
Tea / Coffee	<input type="radio"/> Yes / <input type="radio"/> No How many _____ Total cost \$ _____
Crockery/Cutlery extra requirements:	
Buffet number: <input type="radio"/> #1 <input type="radio"/> #2	
Special requirements / Changes:	
<p><i>NOTE: Cancellation of a function will require 7 full working days' notice. Any accrued cost, e.g. special licence will be payable by you. Cancellation of any function less than 7 full working days will be charged any accrued cost and the room hire fee.</i></p>	

Staff Required (office to complete)

Bar staff	\$50 if applicable	
Waiting staff	No charge	
Chef's	No charge	
Kitchen hand	No charge	

Special licence	<input type="radio"/> Yes / <input type="radio"/> No
Special licence fee	\$ _____