

**QUALITY HOTEL BURNETT RIVERSIDE
FUNCTION BOOKING SHEET**

Company Name: _____	
Contact Name: _____	
Phone: _____	Fax: _____
Mobile: _____	Email: _____
TYPE OF FUNCTION	
Seminar: _____	Training: _____
Conference: _____	Dinner: _____
Cocktail Party: _____	Breakfast: _____
Date of Function: _____	Number of people: _____
Times: Start _____	Finish _____
Seating: Theatre Style _____	U-Shape _____
Boardroom _____	Classroom _____
Open ended round tables (6-7 people per table)	
Closed round tables (8-10 people per table)	
CATERING REQUIRED	
Arrival Tea & coffee _____	Time: _____
Morning Tea _____	Time: _____
Lunch _____	Time: _____
Afternoon Tea _____	Time: _____
Bar Required Y/N _____	Bar Tab _____
Dinner _____	Entrée _____
Mains _____	desert _____
Any special dietary requirements: _____	
Audio Visual Equipment: _____	
Credit Card number: _____ Expiry date _____	
Signature: _____ Date: _____	

Return Fax: 07 4155 8700 Or Email: burnett@burnettmotel.com.au

Booking sheet must be returned no later than 14 days prior to Function or Catering and Audio Visual requirements cannot be guaranteed.