

# EVENT BOOKING DETAILS

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

Event Date: \_\_\_\_\_

Approx Number of Guests: \_\_\_\_\_ Start Time: \_\_\_\_\_

Function Room: \_\_\_\_\_

Event Name (*please specify what event name you would like on the signage & ensure correct spelling*)

\_\_\_\_\_

## *Client Acknowledgement*

I / We ..... (The Client) have read and understood all the Terms and Conditions as outlined in this Function Pack. I/We acknowledge that these terms and Conditions are additional to the general requirements of patronage enforced by the Ambassadors hotel management and staff.

I/ We agree to pay for all costs incurred that are relevant to the hire of this venue including any damage that is caused to the venue by guests from this event.

Name/s: \_\_\_\_\_

Signature/s: \_\_\_\_\_ Date: \_\_\_\_\_

*Credit Card Details (This section of the Venue Hire Agreement will be destroyed for the Client's privacy and security at the conclusion of the event and payment of all costs.)*

Name on Card: \_\_\_\_\_

Card Type: \_\_\_\_\_

Card Number: \_\_\_\_\_

Expiry: \_\_\_\_\_

CCV Security Number: \_\_\_\_\_

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

## **Waiver for Cake**

I/ We..... (the Client) agree and take full responsibility for any food that is brought onto the premises from an outside provider, I/We acknowledge that the venue can not be held liable for any fault or injury to guests as a result of such products including but not limited to health, safety and quality standards of such items and allergic reactions.