



BOOKING FORM

COMPLETE THIS FORM AND MAIL OR FAX TODAY.

Mail: The Unicorn Club, MHSOBA Inc.
Melbourne High School
Forrest Hill
SOUTH YARRA Vic 3141

Fax: MHSOBA Office

03 9827 0257

Name of person making booking: Dr / Mr / Mrs / Ms

Representing (NAME OF FIRM or PRIVATE).....

Mailing Address:.....Postcode:.....

☎ (Home)..... ☎ (Business)..... ☎ (Fax).....

☎ (Mobile)..... Email.....

Day/Date in Preferred Order

- ①
- ②
- ③

Nature of Function

.....

Approx. No. of People.....

Booking Times

From a.m. p.m.

To a.m. p.m.

Set Up

From a.m. p.m.

Table Seating

- Formal Dining
- Clear room with perimeter seats
- Dance floor clear
- Casual seating only

Crockery and Cutlery

- Club crockery and cutlery required
- Provide own

Catering Requirements

- Information required⇒
- Provide own⇒
- Club balcony barbecue.....⇒

Bar and Drinks

- Full bar
- Limited bar (e.g. beer, wine, champagne, soft drinks)
- Soft drink only
- Bar to value of \$.....
- Bar to be invoiced
- Guests to pay for drinks

Entertainment Required

- Provide own⇒
- To be provided by Club⇒

Other Requisites

- Microphone & Lectern
- Multi-stack CD player
- DVD / VCR player
- Projection Screen
- Data Projector
- Overhead or Slide Projector

- Barbecue
- Hot & cold finger food
- Full meal
- Buffet
- Sandwiches
- Other.....

- Special Lighting
- Juke box
- Live Band
- CDs provided by hirer
- Other

Staff Requirements

Trained staff are provided as stated in the notes.

- Additional table waiters for formal meal service

FUNCTION DEPOSIT DETAILS

Please find enclosed the deposit of \$..... which represents the total hours of the function booking at the rate shown on page 3. I understand that if this function is cancelled less than 14 days prior to the booking date then the deposit is forfeited.

Payment enclosed

- Cheque made payable to **MHSOBA Unicorn Club** OR
- Credit Card = Bankcard or Mastercard or Visa or AMEX Name on card.....

Card Number: _____ / _____ / _____ / _____

Expiry Date: ____ / ____ Signature..... Date ____ / ____ /20____