

## Functions Form

Function Date: \_\_\_\_\_ Area: \_\_\_\_\_

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

No of Guests: \_\_\_\_\_ Type of Function: \_\_\_\_\_

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

Contact No: \_\_\_\_\_ Fax No: \_\_\_\_\_

Email: \_\_\_\_\_ Arrival Time: \_\_\_\_\_

Occasion: \_\_\_\_\_ Do you require a door host: Y / N

Beverage Details: \_\_\_\_\_

Do you plan to have a bar tab: Y / N

Bar tab spend: \$ \_\_\_\_\_

Would you like to select certain products for your bar tab: Y / N

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Canapé Details: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Canapé Spend: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Do you require the use of a plasma: Y / N      Microphone: Y / N

Time for canapé service: \_\_\_\_\_

Time for drinks service: \_\_\_\_\_

Special Request: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Terms & Conditions

### Terms & conditions:

1. Bookings will be considered tentative until this form is completed, signed & faxed back to the The London. Note: credit card details must be completed.
2. Credit card details will be kept as a holding deposit.
3. This credit card will be charged a fee of 20% of booking should you cancel with less than 7 days notice.
4. The client is responsible for any loss or damage to hotel property caused by guests attending the function.
5. Final numbers and time of arrival must be confirmed 48 hours prior to your reservation.
6. A function is not confirmed until availability has been confirmed by the functions manager.
7. A 10% surcharge applies on Public Holidays.
8. A minimum spend is required to occupy certain areas.
9. Function bookings are advised that the hotel is licensed until midnight only - all customers must vacate the premises.
10. Function menu prices are subject to change.
11. Menu options subject to change due to market availability and seasonal adjustments.
12. Please note: The London is non smoking and strictly practice 'Responsible Service of Alcohol'.  
DUE TO STRICT LICENSING LAWS AND OUR ONGOING COMMITMENT TO THE COMMUNITY, WE ARE NOW REQUIRED TO REMIND YOU OF THE RESPONSIBLE SERVICE OF ALCOHOL LAWS.



- No liquor will be served to minors (under 18 years of age)
  - No intoxicated persons will be admitted to the hotel or the restaurant
  - Intoxicated persons will be refused service of liquor
- AS IT IS YOUR FUNCTION, YOU ARE PARTIALLY RESPONSIBLE FOR YOUR GUESTS. PLEASE MAKE SURE ALL GUESTS ARE MADE AWARE OF THE ABOVE R.S.A LAWS TO ENSURE A SAFE & SUCCESSFUL EVENT. THANK YOU THE LONDON.

## Deposit & Authorisation

### Credit Card Details:

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

Card No: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

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

I /We agree to the terms & conditions as stated above, my signature below verifies same:

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

Title: \_\_\_\_\_ Date: \_\_\_\_\_

Special Notes: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_