

VENUE RENTAL ENQUIRY

Please complete the form so we can prepare your venue and service quotation.



RESPONSIBLE INDIVIDUAL / CONTACT DETAILS

Full name *

Company / organisation

Mobile / WhatsApp *

Email address *

Preferred contact method

☐ WhatsApp ☐ Email ☐ Phone call

EVENT DETAILS

Event date *

Expected number of guests *

Type of event *

Birthday

Company event

Family gathering

Baby / bridal shower

Anniversary

Other

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CATERING AND SERVICE REQUIREMENTS

Catering required?

Yes

No

Catering notes / menu requirements

Service type *

Buffet

Sit-down

Other

FURNITURE AND VENUE SETUP

☐ Table rental

Quantity

☐ Chair rental

Quantity

☐ Table linen / covers

☐ Decoration / setup support

Setup requirements / layout notes

SPECIAL REQUESTS AND BOOKING NOTES

Special requirements, accessibility needs or other notes

☐ I confirm that the information provided is accurate and that my enquiry is subject to venue availability.

Signature / name

Date submitted