

REQUEST A FUNCTION QUOTE

First Name _____ Surname _____

Email _____ Phone _____

Date of Function / /

Function Start Time _____ am pm Duration (max 8 hours) _____ Number of People _____

Type of Function Meeting Conference Wedding Birthday Wake Engagement
 Other

Room Size Small Medium Large

Room Layout Banquet Cocktail Boardroom Classroom Theatre U-Shape
 Empty

Equipment Microphone & PA Water & Mints White Linen Notepads & Pens
 Projector & Screen Dance Floor Stage Lectern Whiteboard & Pens

Food Required Yes No

Menu Type **Morning/Afternoon Tea** Full Day Half Day Morning or Afternoon Tea
 Day Delegate Package On the Go Hot Plated Buffet
 Breakfast Pub Classics Premium (4) Premium (6)
 Canapés Premium (8) More Substantial
 Alternate Drop Menu 3 Course 2 Course Main Only
 Buffet Menu With Dessert No Dessert
 Roast Carvery Buffet With Dessert No Dessert
 Seafood Buffet With Dessert No Dessert

Comments About Menu _____



Please return this form to functions@portersplainland.com.au.
Please allow three business days for a response.

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Drinks Required Yes No

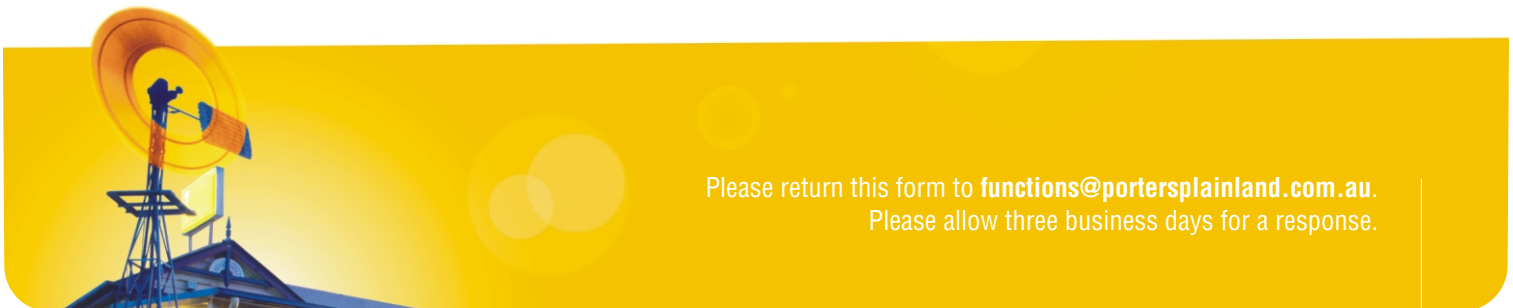
Drinks Package Standard Beverage Package Non Alcoholic Tea & Coffee
 Premium Beverage Package Cash Bar (min spend \$500)
 Spirits Pay As You Go

Comments About Drinks _____

Accommodation Yes No **Number of Rooms Required** (max 16) _____

I understand and accept all Terms & Conditions _____ **Date** / /

Other Comments _____



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