

**BOOKING DETAIL**

**NAME/COMPANY**

**TELEPHONE**  **FAX**

**EMAIL**  **DATE**

**CONTACT PERSON**  **TEL**

**OCCASION**  **PAX**

**TIME:** ARRIVAL

START  **EXTRA**

END  **PACKAGE**

**LAYOUT OF TABLES**  **EXTRA TABLES:** DISPLAY  **AMOUNT**  
 AWARDS   
 REGISTRATION

**SPECIFIC COLOR SCHEME**

<b>ITEMS ARRANGED BY CFC OR YOURSELF</b>	
FLOWERS	<input type="text"/>
DRAPING	<input type="text"/>
SERVIETTES	<input type="text"/>
CANDLES	<input type="text"/>

<b>MENU:</b>	YES/NO	AMOUNT
COFFEE AND RUSKS	<input type="text"/>	<input type="text"/>
BREAKFAST	<input type="text"/>	<input type="text"/>
BRUNCH	<input type="text"/>	<input type="text"/>
LUNCH	<input type="text"/>	<input type="text"/>
COCKTAIL	<input type="text"/>	<input type="text"/>
DINNER	<input type="text"/>	<input type="text"/>

**SPECIAL MENU:** KOSHER   
 VEGETARIAN   
 HALAAL

<b>BAR ARRANGEMENTS:</b>	
TIME OPEN	<input type="text"/>
TIME CLOSE	<input type="text"/>
DRINKS INCLUDED	<input type="text"/>
BARMAN NEEDED	<input type="text"/>
ACCOUNT	<input type="text"/>
CASH	<input type="text"/>

		YES/NO	AMOUNT			YES/NO	AMOUNT
<b>ARRIVAL DRINKS:</b>	SHERRY			<b>WINE ON TABLE:</b>	SEMI SWEET		
	COCKTAILS						
	JUICE				DRY WHITE		
	COFFEE				RED		
	WATER				SPARKLING		

		YES/NO	AMOUNT	OTHER
<b>TABLE SETTINGS:</b>	TABLE CLOTHS			
	COLOR			
	SERVIETTES			
	CUTLERY			
	CANDLES			
	CHAIR COVERS			

		YES/NO	AMOUNT	OTHER
<b>GLASSES NEEDED</b>	SPARKLING			
	SHERRY			
	ZOMBIE			
	WHITE WINE			
	RED WINE			
	TUMBLER			
	JUGS			
	OTHER			

**CONFERENCE EQUIPMENT NEEDED**

	YES/NO	AMOUNT
PENS AND PADS		
WHITE BOARD		
FLIPCHART AND PENS		
OVERHEAD PROJECTOR		
DATA PROJECTOR		
WHITE SCREEN		
PLASMA / TV		
VHS / DVD		
PODIUM		
P/A SYSTEM		
CD PLAYER		
EXTENTION		
MULTI PLUG		
INTERNET CONNECTION		
EXTRA CAR GUARD		

SPECIAL NEEDS


**BILLING DETAIL**

COMPANY  
CONTACT PERSON  
TELEPHONE  
FAX  
EMAIL  
POSTAL ADDRESS  
DEPOSIT      AMOUNT  
                    DATE  
METHOD OF PAYMENT


BOOKED BY

NAME

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SIGNATURE

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DATE

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**I HEREBY DECLARE THAT I HAVE READ ALL THE TERMS AND CONDITIONS OF BOARDWALK CFC AND UNDERSTAND THE MEANING THEREOFF**

**THANK YOU, MANAGEMENT!**