

CORPORATE EVENT BOOKING FORM



CONTACT DETAILS

Function Date _____

Event title _____

Organiser name _____

Address _____

Email _____

Landline _____ Mobile _____

FUNCTION TIMES

Start time _____ Morning tea _____

Finish time _____ Lunch _____

Afternoon tea _____

FUNCTION DETAILS

Total guests _____ Minimum spend _____

TOTAL COSTING

Price per person (including menu extras) _____

Price of decorative room extras _____

Price of extra AV _____

Confirmed guest numbers _____

Total event cost _____

ADDITIONAL INFORMATION

CORPORATE EVENT CONFIRMATION SCHEDULE



Food Package chosen *(select one)*:

Buffet working lunch \$65pp

A La Carte \$75pp

Menu Selection *(Please select menu according to food package chosen)*:

On Arrival	
Morning Tea	
Lunch	
Afternoon Tea	
Beverages	

DIETARY REQUIREMENTS

Please advise

Berth Restaurant will make every attempt to meet your dietary requirements, however, does not take responsibility for any further complications due to your allergy

45 NEWQUAY PROMENADE DOCKLANDS VIC 3008
P 03 9670 0199 / F 03 9670 0399 / E EVENTS@BERTH.COM.AU / W BERTH.COM.AU

CORPORATE EVENT CONFIRMATION SCHEDULE



Please tick requirements for event

AV EXTRAS

Data projector & screen	<input type="checkbox"/>		\$180
Flipchart, paper & pens (<i>2 available</i>)	<input type="checkbox"/>	QTY___	\$35 ea.
Lapel	<input type="checkbox"/>		\$100
Microphone	<input type="checkbox"/>		\$100
Power boards at tables	<input type="checkbox"/>		4 pp
Whiteboard & markers	<input type="checkbox"/>		\$50

Berths AV equipment is not inclusive of IT support. IT assistance can be quoted based on your requirements upon request.

OPTIONAL MENU EXTRAS

Still & sparkling mineral water on the tables	<input type="checkbox"/>		\$4 pp
Additional 'break out food' option	<input type="checkbox"/>		\$4 pp
Red bull energy drink	<input type="checkbox"/>		\$5 pp
Pre conference breakfast	<input type="checkbox"/>		\$18 pp

ROOM SET UP

Banquet	<input type="checkbox"/>		MAX 80
Theatre	<input type="checkbox"/>		MAX 88
Classroom	<input type="checkbox"/>		MAX 55
Boardroom	<input type="checkbox"/>		MAX 44
U Shape	<input type="checkbox"/>		MAX 36