



## Function Booking Form

Reference Number: \_\_\_\_\_ Function Date: \_\_\_\_\_

Credit Card Number: \_\_\_\_\_ Expire: \_\_/\_\_/\_\_ Security: \_\_\_\_\_

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

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

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Type of Function: \_\_\_\_\_

Name of Function Room: \_\_\_\_\_ Set-up Style: \_\_\_\_\_

No. of Guests expected: \_\_\_\_\_ Food Required: Yes  No

Menu type: (Please tick)

Finger food  Buffet  Banqueting menu (Sit down meal)

Wedding Package

How many Courses: \_\_\_\_\_

Red Carpet  Drinks/ Tea/Coffee Reception  Bar

**For Conference/Meeting Room Requirements:** (Please tick)

Projector & Screen  Podium  Microphone  Stage  Refreshments

**Requirement For Function**

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

Deposit Paid: \_\_\_\_\_ Date: \_\_\_\_\_

Please see booking terms & conditions overleaf and sign.



## **Booking Terms & Conditions**

1. All functions are subject to approval by the Executive Committee. The Committee reserves the right to cancel any booking made under false pretence or by a third party.
2. Right of admission is reserved by the Management or Executive Committee.
3. Any damage caused to the premises or grounds will be billed to the hirer's account.
4. Westmanstown Conference & Events Centre will not be responsible for the loss or damage to personal property.
5. The booking form and a €150 non-refundable deposit is required within 1 week of provisionally booking a date.
6. Final booking details must be given at least 1 week prior to the booking date at which stage the balance of the total bill is required. Any extras must be settled upon departure.
7. Cancellation within one month prior to the booked function will incur loss of all deposits paid.
8. The commencement of the service of meals will be no later than 20.30 and 21.30 for finger food.
9. Advertising by any means of any function is prohibited.
10. External catering is not permitted.  
No beverages, alcohol or otherwise may be brought onto the premises.
11. Please note that the intended use of streamers, confetti or glitter must be brought to the attention of reservations and will be subject to a cleaning charge to be determined by the Committee.
12. We would ask that any issues/ incidents which occur during your function be reported immediately to a member of staff or management.

**I AGREE TO ABIDE BY THE RULES AS LAID DOWN BY THE EXECUTIVE COMMITTEE.**

Signed \_\_\_\_\_ Date \_\_\_\_\_

**Westmanstown Conference & Events Centre** Telephone: 01 8207888 /Accounts 01 8206373

Email: [contactus@westmanstown.com](mailto:contactus@westmanstown.com) Website: [www.westmanstown.com](http://www.westmanstown.com)