



EMAIL TRANSMISSION

To: Attention:

Date: E-mail:

From: Ingrida Bentley No. Pages: 3

Reference: Conference Room Reply Required: **YES** NO

Message:

FUNCTION DATES:

WHERE: Normandie Function Room – Top Level (2 Level)

FUNCTION TYPE: **Please advise**

NAME OF WORKSHOP **Please advise**

WELCOME BOARD: **Please advise**

NUMBERS: **people** – *please note for catering & seating purposes
final numbers are required 72 hours prior to function
date*

ARRIVAL TIME: **Please advise**

SEATING STYLE: **Please advise**

ROOM CHARGE: \$220.00 per day



EQUIPMENT: **Please advise**

EXTRA EQUIPMENT: Electronic whiteboard @ \$75.00 per day yes/no
Data Projector @ \$120.00 per day yes/no
Extra Flip Charts @ \$25.00 each yes/no

CATERING: Arrival tea & coffee @ \$2.50 per person yes/no

Morning Tea **Please advise service time**

Tea Coffee & Chef's Bakery @ \$5.50 per person

Luncheon **served in our Restaurant**

Please advise service time

Warm roast Chicken & cold cut salad buffet

Served w tea & coffee @ \$20.50 per person

Luncheon Catering will be varied for each day of the Conference if the attendee's are the same for this booking yes/no

WOULD YOU LIKE? Jugs of juice @ \$7.50 per jug yes/no
Fruit Platter @ \$5.50 per person yes/no
Fruit & Cheese Platter @ \$7.50 p/p yes/no

SPECIAL DIETARY: **Please advise 7 days prior to function date**

Afternoon Tea **Please advise service time**

Tea Coffee & Chef's bakery @ \$5.50 per person



FINISH TIME: **Please advise**

PAYMENT: **Please advise**

CANCELLATION: Normandie has only one Function Room therefore our continued viability relies heavily on reservations being honored by our customers, or adequate notice given to us of any change of plans or arrangements.

We reserve the right to charge a cancellation fee for group, party or special event bookings cancelled within 14 days of the event to the value of \$10 per person.

Cancellation made less than 72 hours before the date of the booking will forfeit the full cost of food as a result of turning other bookings away.

Please do not hesitate in contacting us for any further assistance.

Kind Regards

Ingrida Bentley,
Beydon Sherwood

Normandie Motel & Function Centre