





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 @ \$3.00 per person      yes/no

Morning Tea      yes/no  
                                 Tea Coffee & Biscuits or cakes @ \$6.00 per person  
                                 Time: **Please advise**

Luncheon served in our Restaurant      yes/no  
                                 Time: **Please advise**

***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 @ \$8.00 per jug      yes/no  
                                 Fruit Platter @ \$6.00 per person      yes/no  
                                 Fruit & Cheese Platter @ \$8.00 p/p      yes/no

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

Afternoon Tea      yes/no  
                                 Tea Coffee & biscuits or cakes @ \$6.00 per person  
                                 Time: **Please advise**

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 7 days of the event to the value of \$10 per person.

Cancellation made less than 24 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 me for any further assistance.

Kind Regards

Ingrida Bentley

Normandie Motel & Function Centre