

Hotel Name
BANQUET FUNCTION

Date :

Function No. :

Name of Organizer : Company name : Address : Tel No. : V.I.P. : Deposit : Bht. on	Type of function : Sale Represent : Contact person : Arrival : Departure :..... Guarantee : Persons Set up :Persons
Posting in formation :	

Date	Time	Venue	Function	No of Pax	Price(net)	Soft Drink

Food	Banquet arrangement
	<div style="border: 1px solid black; width: 100%; height: 100%;"></div>
Beverage	
Front Office	

Artist	Engineering
Banner :	Sound system : Lighting :

Housekeeping	Accounting
Oblong :	<div style="border: 1px solid black; width: 100%; height: 100%;"></div>
Other :	

Prepared by Approved By.....Date.....Food and Beverage Manager.

CC : All concern