



The Swan Hotel | 425 Church St Richmond 3121 | Phone: (03) 9428 2112 | swanhotel@bigpond.com

BOOKING AGREEMENT FORM

Thank you for choosing The Swan Hotel for your function. I have pleasure in confirming the following details based on your specific requirements.

Name: _____

Address: _____

Contact number: _____

Email: _____

Type of Function: _____

Date of Function: _____

Time: _____

Area of Venue: _____

Number of guests: _____

Deposit paid in the amount of \$ _____ paid Yes No (please circle)

Date deposit is paid on: _____

I have read all information received and hereby agree to all terms and conditions of the Swan Hotel:

Customer Signature: _____

Date: _____

Representative of the Swan: _____

Date: _____

The balance of the account is to be paid at the conclusion of your function by cash, credit card or EFT. We do not accept personal cheques.