

## Client Information & Event Enquiry Form

Please contact **The Orient Hotel on 9251 1255** if you'd like to discuss your enquiry with our functions team.

Alternatively you can **complete the following event enquiry form** and fax it back to us on 02 9247 4569.

E-mail [Alisha@ryanshotels.com.au](mailto:Alisha@ryanshotels.com.au) or [Jade@ryanshotels.com.au](mailto:Jade@ryanshotels.com.au)

### Company Information:

Company Name:

Company Address:

Company Phone:

Company Fax:

Company Web:

### Client Information:

Client Name:

Position:

Direct Phone:

Mobile Phone:

E-mail:

### How did you hear about The Orient Hotel? Please circle:

Nine MSN      Yahoo      Google      Internet advertising      Repeat Business      Walk In Enquiry  
Printed advertising      Previously attended event      Radio      Referral      Yellow Pages  
Hotel Patron      Other

### Event Information:

Event Name:

Type of Event:

Date of Event:

Time of Event:

Number of Attendees:

Requested room:

### Event Requests: Please circle:

**Beverage Options:**      Cash Bar      Bar Tab      Beverage Pack  
**Food Options:**      Canapés      Set Menu      Conference      Bar Menu      A la Carte  
**Audio Visual:**      Plasma TV      Lap Top      Projector Screen      Microphone  
**Entertainment:**      Own music      D.J      Trivia      Other  
**Miscellaneous:**      Decorations      Props      Flowers      Other

Please advise us of any other requests you may have or any additional information you may need incorporated into planning your event.