

EVENT DETAILS

To book your event please complete this form and submit in person, fax (08) 9021 7459 or email (manager@exchangekalgoorlie.com.au) with food and beverage requirements

Event Day & Date:			
Occasion:			
Start Time:			
Finish Time:			
Number of Guests:			
Location Requested: <i>(Exclusive use of Upstairs Balcony or Paddy's Function Room incurs a \$250 hire fee)</i>			
Food Payment: <i>(Please circle)</i>		Cash, Credit Card, Eftpos or Cheque <i>(approval required)</i>	
Food Requirements: <i>(Please circle)</i>		DINING	or STANDING
Drinks Payment: <i>(Please circle)</i>		CASH BAR <i>(guests buy own drinks)</i>	or BAR TAB
Drinks Requirements:			

Customer Contact Details

Contact Name:
Phone:
Email:

Received By Exchange Hotel

Staff Member:
Date:

Our kitchen is open until 9 pm. Meals and plates to share can be ordered from Paddy's menu. Food and beverage consumption can be tallied onto a bar tab if secured by a credit card and settled upon event completion by credit card, cash or EFTPOS. Invoicing after an event must be prearranged and approved through admin. Please see our current dining menu for bookings in Paddy's up to 50 guests. Food & beverage prices are subject to change without notice and drink prices increase by a minimum \$0.50/item after 10 pm Thursday-Saturday due to live entertainment provided in the Wild West Saloon.