



# Function Rooms Perth Directory

Web Address: [www.functionroomsp Perth.com.au](http://www.functionroomsp Perth.com.au)

Email: [sarah@functionroomsp Perth.com.au](mailto:sarah@functionroomsp Perth.com.au)

Ph: 08 9272 4586 Mobile: 0422 114 482

## VENUE DETAILS FORM – 2 PAGES

CONTACT INFORMATION (which will appear on your venue's page)			
Name of Venue:			
Contact Person:		Phone:	
Email Address:		Web Address:	
Street Address:			
DESCRIPTION OF VENUE – NO LIMIT ON LENGTH			
ADDITIONAL INFORMATION			
Type of Functions: (ie Weddings, Conferences)			
Function Hours (if applicable):	Monday:		
	Tuesday:		
	Wednesday:		
	Thursday:		
	Friday:		
	Saturday:		
	Sunday:		
Free Parking Available:		Disabled Access:	
Licensed:		Allow BYO:	
Dance Floor:		Private Bar:	
Allow Self Catering:		Allow 18th/21st Birthdays:	
Bucks/Hens Parties (With/Without Strippers):			
Technical Information (Whiteboard etc):			



# Function Rooms Perth Directory

Web Address: [www.functionroomsperth.com.au](http://www.functionroomsperth.com.au)

Email: [sarah@functionroomsperth.com.au](mailto:sarah@functionroomsperth.com.au)

Ph: 08 9272 4586 Mobile: 0422 114 482

## Function Room Details

Please fill in maximum capacity of people for each layout if known

			Conference Details Only. Please leave blank if your venue does not host conferences						
Name of Function Rooms	Cocktail	Sit Down	Boardroom	Classroom	Theatre	U Shape	Indoor/Outdoor	River/Sea/City Views	General Facilities (ie balcony)

**Please supply the following:** Your Logo and up to 5 photos of your venue. We will use these photos on your venue's page. If you don't have photos we can use generic ones.

**Size and Format:** Please email the photos in a separate email in either jpeg, png or PDF and we can resize them to fit. Once we have received the form and photos, we will email you straight away to confirm we have received your details and your venue's page will be created within 24 hours. If you do not hear from us within that time, please email us to confirm we have received your details.

**Payment:** We will email you the invoice with our payment information once you have approved your venue's page and we have added it to the website. Payment to be made via EFT, cheque or credit card within 7 days.