



THE KINGSTON  
richmond

55 Highett St Richmond 3121 | phone: (03) 9428 5841 | [kingstonhotel@bigpond.com](mailto:kingstonhotel@bigpond.com)

## BOOKING AGREEMENT FORM

Thank you for choosing The Kingston 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 Kingston Hotel:

Customer Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Representative of the Kingston: \_\_\_\_\_

Date: \_\_\_\_\_

The balance of the account is to be paid at the conclusion of your function by cash, credit card or EFT.