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| --- | --- | --- |
| Hospitality at its finest |  | compName  CompBox  CompAddress  Compmail  compUrl |
| **EVENTS ORDER FORM** | | |
| Name of the Event: **EventName\_fof** Venue: **UnitCode\_bsched**  Date: **Date\_fof** Day: **Day\_fof**  Type of the event: **TypeofEvent\_fof**  Number of Pax: Expected: **NumberofPaxExpected\_fof** Guaranteed: **Guaranteed\_fof**  Time: Arrival time: **ArrivalTime\_fof** Meal time: **MealTime\_fof**  Menu Details: …**MenuDetails\_fof**  Beverage Details: …**BeverageDetails\_fof**  Set up details: …**SetupDetails\_fof**  Decorations details: **Decorationdetails\_fof**  Entertainment: **Entertainment\_fof**  Other details: **OtherDetails\_fof**  Charges: Food: **Food\_fof** Beverage: **Beverage\_fof** Others: **Others\_fof**  Payment plan: **Paymentplan\_fof**  Events agreement details: **EventAgreementDetails\_fof**  Organizer: Name: **OrganizerName\_fof** Telephone contact: **TelephoneContact\_fof**  Booking done by: Name: **BookedBy\_fof** Signature: ……………………………. Date: **BookedDate\_fof**  Booking received by: Name: **ReceivedBy\_fof** Signature: ……………………… Date: **ReceivedDate\_fof** | | |