



Holding Deposit Form

- **Comfort Inn Wentworth Plaza requires a \$200 holding deposit, for bookings of 20 people or more.**
Credit card details are required to guarantee the booking below. However, if no person arrives for this booking, an amount of \$200.00 will be deducted from the credit card.
- **Confirmation of final numbers and payment of pre-arranged catering, required 72 hours prior to function.**

Venue: _____

Booking Name: _____ Contact Person: _____

Date of Function: _____ Start Time: _____

Approx Number of Guests: _____ Daytime contact/Mob: _____

Email: _____

Details of holding deposit

Credit card holder's name: _____ Amount: **\$200.00**

Phone No: _____ Credit Card Type (if required): _____

Credit Card No: _____ Expiry Date: _____

Signature of credit card holder: _____

I Authorize my credit card to be charged for the above amount

Cancellation policy - In the event of a function being cancelled 8 days prior to the function, a full refund of any deposit will be made. Cancellation within 7 days of the event, any deposit will be non refundable.
If less than 7 days' notice is given to the hotel, an additional fee will be levied based on total costs incurred by the hotel, at this stage.

I have read and understood the terms and conditions above

Signed: _____

Date: _____

Comfort Inn Wentworth Plaza / Moon and Sixpence British Pub / The Bohème Bar and Restaurant
300 Murray Street, Perth, Western Australia 6000 Tel: 08 9338 5000
Tel: Trish Vincent 08 9338 5161 Fax: 08 9481 4037 email: t.vincent@wphotel.com.au