



Mistico
Equestrian Centre

www.misticoequestrian.co.za : gail@walltrust.co.za: 021 9764962

Venue Booking Form

Name/ Company	
Contact name	
Tel	
Email	
Alternative	
Invoice details	
Person/company/ entity responsible for payment	Contact: _____ Number: _____

Date/s required:	Time: _____ am _____ pm
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Type of event:.....

Estimated number of guests

Tables required - Round –seat 12	included	
Tables cloths required – white, round	to be quoted	
Chairs required – white	included	
Chair covers required – white	to be quoted	
Overlays – black or maroon	to be quoted	
Napkins – white	to be quoted	

Sound required? Yes/ No
Cordless microphone required? Yes/ No
Please note that you must bring your own AV Cable or a deposit of R500 is payable

Bar service required	Yes/No
Caterer services required	Yes/No
Arrival time of barmen if own	
Arrival time of caterer if own	

Comments

Post cleaning required	Yes	No
Bathroom attendant required	Yes	No

Do you require any set-up/establishment days prior to event If Yes please indicate days required	Yes/ No
Do you require any de-establishment days post the event If Yes please indicate days required	Yes/ No

Do you want to erect any form of marquee/ tents/ gazebos?	Yes/ No
Do you want to erect any form of advertising/ banners/flags etc?	Yes/ No
If yes, what type and quantity:	
Area to be used must be pre-approved by managers due to irrigation pipelines etc.	

Additional information you deemed necessary
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Yours Sincerely

Team Mistico

Please submit this information to enable us to provide a comprehensive quotation that meets your requirements. Email : gail@walltrust.co.za