



SPORT · DRINK · FOOD

# GROUP MEAL | PRE-ORDER FORM

**IMPORTANT:** Submitting this pre-order form **DOES NOT** confirm your booking; Please contact us at least 48 hours in advance to secure your reservation so we accommodate your group!  
✉ manager@thekinghotel.com.au  
☎ 03 9620 5641

**BOOKING NAME:** \_\_\_\_\_

**COMPANY:** \_\_\_\_\_

**TELEPHONE #:** \_\_\_\_\_ **#NO. OF GUESTS ATTENDING:** \_\_\_\_\_

**DATE OF BOOKING:** \_\_/\_\_/\_\_ **ARRIVAL TIME:** \_\_ : \_\_ **FOOD TO BE READY AT:** \_\_ : \_\_

Please complete all details and scan and email to us [manager@thekinghotel.com.au](mailto:manager@thekinghotel.com.au)  
We require the pre-order form by 10:00am day of meal (or COB day/night before; PREFERRED if possible)

| DINERS NAME: | PRICE:   | MEAL ORDER: | DIETARY REQUIREMENTS: |
|--------------|----------|-------------|-----------------------|
| 1. _____     | \$ _____ | _____       | _____                 |
| 2. _____     | \$ _____ | _____       | _____                 |
| 3. _____     | \$ _____ | _____       | _____                 |
| 4. _____     | \$ _____ | _____       | _____                 |
| 5. _____     | \$ _____ | _____       | _____                 |
| 6. _____     | \$ _____ | _____       | _____                 |
| 7. _____     | \$ _____ | _____       | _____                 |
| 8. _____     | \$ _____ | _____       | _____                 |
| 9. _____     | \$ _____ | _____       | _____                 |
| 10. _____    | \$ _____ | _____       | _____                 |
| 11. _____    | \$ _____ | _____       | _____                 |
| 12. _____    | \$ _____ | _____       | _____                 |
| 13. _____    | \$ _____ | _____       | _____                 |
| 14. _____    | \$ _____ | _____       | _____                 |
| 15. _____    | \$ _____ | _____       | _____                 |
| 16. _____    | \$ _____ | _____       | _____                 |
| 17. _____    | \$ _____ | _____       | _____                 |
| 18. _____    | \$ _____ | _____       | _____                 |
| 19. _____    | \$ _____ | _____       | _____                 |
| 20. _____    | \$ _____ | _____       | _____                 |

| DINERS NAME: | PRICE:   | MEAL ORDER: | DIETARY REQUIREMENTS |
|--------------|----------|-------------|----------------------|
| 21. _____    | \$ _____ | _____       | _____                |
| 22. _____    | \$ _____ | _____       | _____                |
| 23. _____    | \$ _____ | _____       | _____                |
| 24. _____    | \$ _____ | _____       | _____                |
| 25. _____    | \$ _____ | _____       | _____                |
| 26. _____    | \$ _____ | _____       | _____                |
| 27. _____    | \$ _____ | _____       | _____                |
| 28. _____    | \$ _____ | _____       | _____                |
| 29. _____    | \$ _____ | _____       | _____                |
| 30. _____    | \$ _____ | _____       | _____                |

**ADDITIONAL NOTES / REQUESTS:**

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**PRE ORDER TERMS & CONDITIONS:**

- Please fill out all the details on this form, scan and email it to [manager@thekinghotel.com.au](mailto:manager@thekinghotel.com.au)
- We require pre-orders by 10:00 AM on the day of your meal, or close of business (COB) the previous day/night before; PREFERRED if possible.**
- Completion and email of this pre-order form **DOES NOT** constitute a booking; please call or email at least 48 hours in advance of your scheduled meal at [manager@thekinghotel.com.au](mailto:manager@thekinghotel.com.au) or call on 03 9620 5641 to ensure we can accommodate your group and reserve an area.
- Preparation of meals will commence shortly before your groups scheduled arrival time and serving of meals approximately 10 minutes later; it is imperative that your specified booked time is observed by all group members
- If you have any special requests (e.g. dietary requirements) include the details in the MEAL ORDER (& Cooking/dietary requirement) section for the guest named individual meal.
- Once you have confirmed your booking by telephone or email, please ensure that this form is completed and returned to The King Hotel **NO LATER than 10am the day of your booking... ONLY a COMPLETED pre-order form will be accepted.**
- Please advise of any cancellations or if you need to make any changes to the pre-order. **No changes or cancellations will be accepted within 1 hour of your scheduled dining time.** Any cancellations within 1 hour of your scheduled dining time or "no-shows" will be required to pay for this meal in full.
- Extra items added to any meal will incur extra charges.
- Special Dietary requirements need to be clearly defined.**
- Bookings of groups greater than 15 persons will require a credit card to secure booking. No funds will be charged to this card, except in the event of you & your guests not arriving for your reservation. Charges will be applied at \$10 per non attending guest; NO charge will apply should you confirm your guest count no later than 2 hours prior to your scheduled booking arrival time.

Please provide credit card details below as security for your booking greater than 15 guests booking  
 No funds will be charged to the card, except in the event of you and your guests not arriving for your reservation

Card No. \_\_\_\_\_ Card type: \_\_\_\_\_

Name on Card. \_\_\_\_\_ Expiry: \_\_/\_\_/\_\_ CVV: \_\_\_