



function

CHECK LIST



exchange hotel balmain

Cnr Beattie & Mullens Streets Balmain, NSW 2041

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www.exchangehotel.com.au

GUEST LIST

- Host

CATERING

- Mezze Plate
- Party Starters
- Canapés Selection
- Cheese Platters
- Dessert platters

BEVERAGES

- Cash bar
 - Amount specified
- Beverage package
- Beverage Tab
 - Beer and wine selected
 - Spirits
 - 1x tap beer in Bistro selected
- Personalised Cocktail
- Frozen Cocktails
- Champagne to toast

MUSIC

- IPOD
- DJ
- Jukebox
- Solo / Duo artist
- Band

THEME

- Cuban
- Moroccan
- Decade
- James Bond/Casino Royale
- To discuss further options, contact Penny on 02 8755 2555

DECORATIONS

- Balloons
- Table Centre pieces
- Flowers
- Candles
- Linen

CAKE

- Cupcakes
- Theme cake
- Tea/Coffee option

AV/PHOTO SLIDE SHOW

- Data Projector (Chesterfield only)
- Plasma screen (Boardroom and Bistro only)
 - DVD player
 - Laptop
- Mac (Client to provide adaptor, Exchange to provide VGA chord)
- PC (Exchange to provide VGA chord)
- Microphone