



Food & Beverage Account Card Request Form

This document is for the purposes of operating a Food and Beverage Account at The Playbill Venues operated Café.

Please complete the below to enable the purchasing of food and beverage from the café on account for payment at the end of the event on the credit card specified below.

Event: _____ Date: _____

Company Name: _____

Mobile Phone: _____ Work Phone: _____

Email Address: _____ Stand No: _____

Number of Cards Required: _ _____

Names of Cardholders: 1. _____ 2. _____

3. _____ 4. _____

Terms and conditions:

1. PLAYBILL VENUES will supply an account card to the names listed above. Extra beverages above normal café quantities required will be subject to availability and must be authorized by the designated signatory.
2. Account Cards can only be used at fixed Playbill venue outlets. This does not include Food Trucks.
3. A statement of food & beverage supplied during the event will be made available to the exhibitor, and a tax invoice issued after payment is completed
4. Payment for food and beverage will be processed on the day of event at 4pm.
5. Due to liquor license restrictions, all alcohol purchased is for consumption only within our licensed area. No alcohol can be taken away from our venue, and may only be consumed in the designated areas.
6. All accounts need to be opened prior to show day as no accounts are created once show has become operational.

I understand and agree to PLAYBILL VENUES terms and conditions as stated above. (Signature below should be that of the person who will be authorized on the day of the event to sign for food & beverage purchases on the below card.

Payment Options			
(please circle)	VIS A	MC	Name On Card: _____
Card Number:			
_____/_____/_____/_____	EXP Date: __/__/____ CVC _____		
Card Holders Signature: _____			
Please send completed form to: catering@playbillvenues.com.au			
Completed form must be received no later than seven (3) days before the event			

***Unfortunately, we do not accept AMEX or Diners Cards. All accounts will be charged at the end of the event to the above nominated card. A tax invoice will be emailed to the address provided on this form**