Private Function Booking Form - DECEMBER

Function Date: dd / mm / yy No. of Guests: _____ Time: _____

Minimum Spend: (Excluding 10% Service Charge)		Stage Room	Main Room	Court Yard	Whole Restaurant
Monday to Thursday	Lunch	$2,400	$3,600	$2,000	$6,000
Friday	Lunch	$2,800	$4,800	$2,000	$8,000
Monday to Thursday	Dinner	$2,800	$4,800	$2,000	$8,000
Friday, Saturday	Dinner	$3,600	$6,000	$2,000	$10,000
Saturday	Lunch	N/A	N/A	N/A	$6,000
Sunday & Public Holidays		N/A	N/A	N/A	$10,000

Terms and conditions:

1. 50% deposit of agreed minimum spend is required to secure the booking. 50% of deposit (equals to 25% of the agreed minimum spent) is non-refundable.
2. Change of event date is permitted once, and subject to availability.
3. Full Invoiced Payment is required 2 business days prior to the function date.
4. Banquet Menu and final guest number to be confirmed 4 days prior to the function date. Banquet will be charged according to confirmed guest number.
5. Deposit and balance payment are to be made via direct deposit or credit card. Credit processing fee for American Express is 2%, Visa or Master is 1%, NIL for EFTPOS or direct deposit.
6. NO 18th – 21st birthday parties functions, NO hens night and NO bucks night functions.
7. All outstanding charges to be settled at the end of the function
8. 10% service charge will be added to the total cost of the bill
9. Time allowed for decorations of the restaurant can be organised, i.e. balloons, banners, flowers...etc. A cleaning charge of $100.00, will be added, if any items are left behind.
10. Function duration is for 4 hours, additional time will be charged at $100 per 10 minutes. Lunch function to finish by 4:30pm and Evening function to finish by 10:45pm.
11. Due to the close proximity to residential buildings & houses and strict liquor licensing law imposed on us, we ask you in advance for your consideration of our neighbours by acting appropriately during and after the function. All guests will have to move on from the restaurant when departing, no gathering on the streets in front of the restaurant.
12. Guest who shows signs of intoxication will not be served alcohol, guest who acts inappropriately at any time will be asked to leave the premise immediately.

Print Name: _____ Signature: _____ Date: _____

Email: _____ Mobile Number: _____

By signing this form, you have agreed to our terms and conditions. An invoice will be sent to you soon for payment, booking will be confirmed once deposit is received!

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