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# FUNCTION BOOKING FORM

Bookings of 15+ persons require a non-refundable deposit of \$10.00 per person to secure the booking. (Terms and Conditions overleaf)

Today's Date ...../...../.....

Company Name.....

Company Address.....

Contact Name.....Phone.....Mobile.....

Email.....Fax.....

Function Day and Date .....day ...../...../2007

Function Type.....Function Time.....

Number of Guests : Adults.....Children.....

Special Requests.....

### MENU SELECTED (please tick):

- Spring Banquet  Seafood Banquet  A La Carte
- Wish to "Tailor Make" Set Menu from A La Carte Menu
- Xmas Banquet (December only)

Deposit : YES / NO

Payment method (circle): Cash, Cheque, Visa, Mastercard, Bankcard, Diners, Amex.

Date paid.....Deposit Amount : \$.....

Card Name : .....Card Number.....

Expiry date : ..... Signature.....

# BOOKING TERMS & CONDITIONS

## **Please note:-**

- \* Bookings secured with a deposit will take preference over all other bookings.
- \* It is our policy not to split bills for tables within a function group.
- \* We do not offer a 'pay as you' go system for drinks and beverages.
- \* Drinks and beverages will be charged on consumption and one separate itemized account will be created in addition to the meal account, if requested in advance.
- \* Once a function has been booked and confirmed by payment of a deposit the patrons present will be charged REGARDLESS of the persons who are unexpectedly absent on the day. Any change to numbers either up or down must be confirmed in writing with our function co-ordinator at least 3 business days prior to the function and reductions cannot exceed 10% of numbers pre-booked. This is to avoid disappointment to other patrons wishing to book the restaurant at the same time.
- \* If any party fails to appear the deposit will be forfeited and treated as a cancellation fee.
- \* Please note that GIOVANNI'S TRATTORIA is currently BYO and corkage is \$2.00 per person.
- \* Cake service when requested is charged at \$1.00 per person.
- \* Sunday or Public Holiday surcharge is \$5.00 per person.
- \* All prices quoted are GST inclusive.
- \* Management reserves the right to alter/waiver the above terms and conditions at its discretion.

**Terms & Conditions are valid until 01/01/08**