



## Booking Confirmation

Contact Name:	
Company Name:	
Phone No:	
Email:	

### Function Details

Date:	
Time:	
Type of Function:	
No. of Guests:	
Area Required:	

I, the client agree to pay to 30% of the minimum spend (see below) to secure the function booking, with the balance payable on the day of the function. I agree that my credit card be held as security and if necessary debited in the event of outstanding accounts not paid on the day.

Name on card: \_\_\_\_\_ Mastercard/Visa/Amex/Diners  
*Please note AMEX & DINERS have a 3% surcharge*

Card No: \_\_\_\_\_ EXP: \_\_\_\_\_ CVV: \_\_\_\_\_

### Please indicate your deposit method of payment

☐ Please debit the above mentioned credit card

☐ Direct deposit to A/C: Freshfield Nominees PTY LTD,  
**BSB: 083-004, Account No: 494 930 899**

Please include our invoice number and your name/company name in the remittance.



## Function Terms and Conditions:

Thank you for considering The Elephant & Wheelbarrow for your function. The following terms and conditions must be adhered to prior to securing your function.

**Confirmation:** A booking is deemed confirmed when a deposit is paid and the terms and conditions are signed.

**Tentative Bookings:** A tentative booking will be held for a period of seven days, after which time the booking will be released.

**Deposits:** Private functions will not be considered confirmed until 30% of the payment is received as a deposit. Payment must be received 30 days before date of function. If the function is cancelled before the 30 days, no cancellation fee will occur, However bookings cancelled after the 30 days will incur a fee of 50% of the deposit.

**Minimum Spend:** The minimum spend must be spent on food and beverage combined, any other costs i.e. DJ hire, security etc do not contribute to minimum spend. If the minimum spend is not reached the difference will be charged to the client at the end of the function. Minimum spend applies to private rooms only.

### Business Hours:

Tuesday to Thursday- between 12 p.m. and 1 a.m.

Friday and Saturday - between 12 p.m. and 3 a.m.

Sunday- between 12 p.m. and Midnight

Monday to Thursday Rate	Maximum Capacity	Minimum Spend	Deposit Amount Required
Middle Level Bar	250 Cocktail Style 110 seated	\$3000.00	\$900
Top Level Bar	100 Cocktail Style 50 seated	\$1000.00	\$300

Friday Rate	Maximum Capacity	Minimum Spend	Deposit Amount Required
Middle Level Bar	250 (Cocktail Style) 110 seated	\$3000.00*	\$900
Top Level Bar	100 (Cocktail Style) 50 seated	\$2000.00	\$600

Saturday & Sunday Rate	Maximum Capacity	Minimum Spend	Deposit Amount Required
Middle Level Bar	250 (Cocktail Style) 110 seated	\$3000.00*	\$900
Top Level Bar	100 (Cocktail Style) 50 seated	\$3000.00	\$900

**\*subject to availability**

**Address:** 94-96 Bourke St, Melbourne 3000 • **Telephone:** 03 9639 8444 **Email:** ewcity@nhmbroccoliwell.com.au  
**Website:** www.elephantandwheelbarrow.com



**Confirmation:** Confirmation of numbers attending must be confirmed 7 days prior to function date. Charges for catering will be based on these confirmed numbers. If your numbers decrease once you have confirmed, you will be charged for the numbers confirmed. Any additional guest will be charged for accordingly.

**Payment:** Payment must be paid in the full at the end of the function. We accept cash, Eftpos, Visa, Mastercard, Amex, Diners. Amex and Diner cards incur a 3% surcharge.

**Decorations:** The Elephant & Wheelbarrow does not permit any decorations to be fixed to any surface of the building without prior approval from management. Confetti of any kind is not allowed under any circumstance.

**Liability:** The Elephant & Wheelbarrow does not accept any responsibility for loss or damage of property, left in the venue, prior to, during, or after an event.

**Security:** If the function requires extra security under the liquor act, this cost will be charge to the client. Security guards will be arranged by The Elephant & Wheelbarrow. Security is a cost of \$40.00 per guard, with a minimum of four hours hire. For up to the first 100 guests two guards are required and for every 100 guests after this one more guard is required. **All functions with amplified music require security – this includes DJ's and Bands.**

**Minors:** Minors are permitted in the function under the supervision of their parent or legal guardian. Minors must stay within the function area. All minors must leave the premises by 10pm.

**Compliance:** The Elephant & Wheelbarrow practices the responsible service of alcohol. Patrons that deem to be intoxicated will be refused service and requested to vacate the premises. The Elephant & Wheelbarrow has a strict proof of age policy. No ID = No entry. Proof of age card, passport and Australian drivers license, are the only acceptable proof of identification.

**Damage:** The client is financially responsible for any damage caused to the premises by themselves or their guests

**Dress Codes:** Smart, neat, casual dress is required at all times to enter the venue. It is the responsibility of the host/client to advise their guests of the dress code.

**I have read, understood and agreed to The Elephant & Wheelbarrow terms and conditions.**

**Signed by the client:** \_\_\_\_\_

**Full name in print:** \_\_\_\_\_

**Date:** \_\_\_\_\_