

## **Booking Confirmation**

Company Name		
Company Name:		
Phone No:		
Email:		
Function Details		
Date:		
Time:		
Type of Function:		
No. of Guests:		
Area Required:		
booking, with the balance pa	able on the day of the function	. I agree that my credit card be
held as security and if necess day.  Name on card:	Mastercard/	anding accounts not paid on the  Visa/Amex/Diners  MEX & DINERS have a 3%
day.	Mastercard/ Please note A	anding accounts not paid on the //Visa/Amex/Diners
day.  Name on card:	Mastercard Please note A surcharge EXP:	anding accounts not paid on the Visa/Amex/Diners  MEX & DINERS have a 3%
day.  Name on card:  Card No:	Mastercard/ Please note A surcharge  EXP:  method of payment	anding accounts not paid on the Visa/Amex/Diners  MEX & DINERS have a 3%
day.  Name on card:  Card No:  Please indicate your deposi  Please debit the above m	Mastercard Please note A surcharge  EXP: method of payment tioned credit card hfield Nominees PTY LTD,	anding accounts not paid on the Visa/Amex/Diners  MEX & DINERS have a 3%



## 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:**

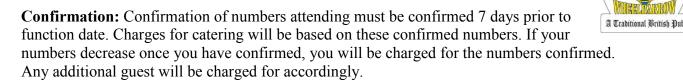
Tuesday to Thursday- between 12 p.m. and 1 a.m. Friday and Saturday - between 12 p.m. and 3 a.m. Sunday- between 12 p.m. and Midnight

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

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

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

<sup>\*</sup>subject to availability



**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:	